

Mar Thoma College, Tiruvalla

IQAC 2021-2022

09.08.2021

MEETING OF THE IQAC

Members Present

- ❖ Dr. Varughese Mathew (Chairman, Principal of the College)
- ❖ Dr. Susan Thomas (IQAC Co-ordinator)
- ❖ Mr. Vishnu Namboothiri K. M
- ❖ Dr. Ajesh K Zachariah
- ❖ Dr. Nebu John (Joint Co-ordinator)
- ❖ Mr. Anoop Koshy George

Dr. Susan Thomas welcomed the Committee Members

Dr. Varughese Mathew gave the introductory remarks and advised the committee members to be vigilant and coordinate the efforts of the IQAC – in view of the Accreditation after 4 years.

- I. IT Policy: -
An amount of 5 lakhs has been earmarked for upgrading the IT requirements this year.
- II. Academic Year Plan: -
The plan has been chalked out in accordance with the University schedule.
- Other initiatives can be planned and added to the year plan.
- III. Academic Audit: -
The audit for the year 2019-20 and 2020-21 to be carried out this year.
All departments and important clubs to be requested to be ready for the audit.
- IV. Admission Strategies: -
 - ❖ Teachers -in-charge and HODs to contact each student personally after the first allotment and encourage them to continue here.
 - ❖ Each department must assess their previous years demand ratio and after an analysis, necessary action may be taken to improve it.
 - ❖ Some efforts/programmes as part of extension activities may be extended to nearby Higher Secondary Schools.
- V. Quality Improvement Measures: -
 - ❖ Individual quality improvement measure must be encouraged – Research, Publication, Teaching method etc.
 - ❖ Institution wise quality improvement measures must be enhanced.
 - ❖ Capacity building workshops may be planned and executed.
 - ❖ Teachers should plan activities in classrooms in such a way that overall quality of the teaching-learning process is improved
 - ❖ Online class reports- must be bound month wise and filed for future reference.

VI. Teachers' Promotion: -

IQAC must ensure teachers promotions papers are checked and uniformly catalogued.

VII. Individual Teachers Files- must be maintained as a digital repository with all documents scanned and filed.

- IQAC will be the Nodal office for all promotion related files, hereafter.
- Department wise stock register must be updated and maintained properly.
- Capacity building workshops- for teachers and non-teaching staff to be conducted at the earliest.
- Moodle – Hands – on training programme to be conducted under the aegis of the IQAC on September 3rd, 2021 from 9.30 am to 3.30pm (Offline)
- IQAC – A studio for E-Content Development, to be set up- a proposal to be made by the IQAC for the same in consultation with Dr. Shaji Varghese, Dr. Antu Annam Thomas and Mr. Renosh Tom Varghese K.
- IT Policy to be finalized and a draft of the document to be submitted before September 30th 2021 to the Principal.
- Environment Policy – Dr. Jacob Thomas and Prof. Susan Kuriakose to submit a draft of the policy by 30th September 2021 to the Principal.
- Autonomous Status – The study to be taken forward and the questionnaire to be forwarded to all the departments by the Principal.
- ABC – UGC's Academic Bank of Credit – to be studied by the faculty members. A one-hour awareness programme to be organised by the IQAC; A study of the current developments in the NEP also to be included.
- It was decided to start a Faculty Development Centre for study can be conducted for feasibility for such a centre.
- Research Publication – 'Rational Discourse' and 'Cognizance' to be brought out this year. Research Publications from teachers to be encouraged and identified.
- CRS is advised to see to it that publications from all departments are brought out this year.

Sd/

Dr. Varughese Mathew
Principal

Mar Thoma College, Tiruvalla

Sd/

Dr. Susan Thomas
Convenor

