



MAR THOMA COLLEGE, TIRUVALLA
Reaccredited with 'A' Grade (Fourth Cycle) by NAAC &
All India 80th Rank in NIRF 2021

Internal Quality Assurance Cell (IQAC)
PLAN OF ACTION - 2021-22

The IQAC of the college met on June 2nd (online) to discuss and finalize the plan of action for the year 2021-22.

June 2021	<ul style="list-style-type: none"> ❖ Odd semester classes to begin - UG 3rd sem, 5th sem and PG 3rd sem. ❖ Curriculum Delivery Monitoring Register may be given. ❖ The internal examinations pending may be completed. ❖ The University exam schedule is lagging and many exams may be conducted without time gap. So, remedial classes may be organised for all semesters.
July 2021	<ul style="list-style-type: none"> ❖ College Commemoration Day to be conducted. ❖ Classes may continue in the hybrid model. ❖ The heads of departments may be given a list of events to be conducted through this academic year. ❖ All the documents/reports of online classes taken by teachers
August 2021	<ul style="list-style-type: none"> ❖ Departments may be asked to conduct PTA meetings for all semesters. ❖ Student's progress and registers may be given to all the departments to collect data about student placement progression. ❖ Internal assessment tests to be conducted. ❖ Orientation course must be organised by all the departments for the first year students. Induction Course or Bridge Course may be conducted by the IQAC. ❖ The mentoring process may be initiated by the IQAC - the Mentoring Committee to be requested to conduct a training session or talk on the process of mentoring. ❖ ELAT to be conducted on two levels - 1) at the end of induction programme by the IQAC, 2) at the end of the Bridge Course by all the departments. ❖ Library committee to be requested to take up the process of



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	<p>updating the resources and encouraging all teachers and students to access the online resources journal etc available in the library. All subscriptions to be renewed.</p> <ul style="list-style-type: none"> ❖ Onam celebrations, Independence Day celebrations etc may be planned and conducted.
September 2021	<ul style="list-style-type: none"> ❖ All departments to be instructed to conduct seminars or workshops. ❖ IPR - Research methodology-Patents workshop to be conducted by Research Cell ❖ Extension activities of the departments to be begun. ❖ Social commitment projects to be taken up ❖ All departments to be asked to conduct PTA meetings and convene Alumni General Body Meeting ❖ Clubs and associations to begin their annual activities attendance photos and reports to be sent to the IQAC email. ❖ Revision of remedial classes may be conducted after the first internal examinations are conducted.
October 2021	<ul style="list-style-type: none"> ❖ Workshops or training may be conducted for teachers and non teaching staff (Faculty Development Programmes) ❖ Records of all online classes may be filed and kept ready for verification. ❖ While teachers are called for valuation camps, Add-on courses, Skill Development courses, Employability Skills courses etc to be conducted for students. ❖ Students may be sent for study tours, internships, field works.
November 2021	<ul style="list-style-type: none"> ❖ Second internal exams may be conducted for UG and PG students. ❖ Preparation of data for A I S H E, N I R F and AQAR to begin. ❖ Christmas celebrations in student union elections Association



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	<p>programs may be convened.</p> <ul style="list-style-type: none"> ❖ IQAC Review meetings may be held.
December 2021	<ul style="list-style-type: none"> ❖ All pending internal assessment works may be completed before the Christmas holidays ❖ PG Association activities may begin. ❖ Manuscript magazines may be published by the various departments
January 2022	<ul style="list-style-type: none"> ❖ Annual academic audit - internal level and external - may be conducted ❖ College Annual Report may be compiled. ❖ List of scholarship prizes and Endowment prizes may be compiled. ❖ Feedback forms may be given to all the students. ❖ Students' satisfaction surveys may be conducted.
February 2022	<ul style="list-style-type: none"> ❖ Completion of portions to be ensured for 4th sem UG, 6th sem UG, 2nd sem PG and 4th sem PG ❖ PTA meetings to be conducted and records maintained. ❖ Add-on courses, Academic Enrichment Programmes to be finalized and evaluation conducted. Certificates may be given. ❖ Placement drives may be conducted ❖ Training for competitive exams, Options for higher studies may be given to final year students.
March 2022	<ul style="list-style-type: none"> ❖ All pending documentation to be completed before the annual break. ❖ College day and Merit Day celebrations to be conducted; endowment prizes to be given. ❖ Teachers' appraisal forms to be collected. ❖ Feedback from stakeholders to be collected.



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April May 2022	<ul style="list-style-type: none">❖ Plan for next academic year may be finalised.❖ Programmes for school students may be planned and organised to familiarise them about higher education opportunities.❖ MoUs, Tie-Ups maybe planned.❖ Teachers' Annual Work Summary may be collected
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IQAC Chairperson and Principal


IQAC Coordinator

Sd/-
Dr Varughese Mathew 
Principal
Mar Thoma College, Tiruvalla



Sd/-
Dr Susan Thomas