

Estd. 1952



MAR THOMA COLLEGE, TIRUVALLA

(Accredited with **A-Grade** by the National Assessment and Accreditation Council - NAAC)

(Affiliated to Mahatma Gandhi University)

TIRUVALLA - 689 103, KERALA, INDIA

E-mail : mtcofficevla@gmail.com

Telephone : 0469 - 2630342

PRINCIPAL

Fax : 0469 - 2605843

IQAC Composition July 2023

Committee

Period: July - October

Date and time: September 25, 2023 at 2 PM

Venue: Principal's room

Agenda

1. Presentation and approval of the new Action Plan
2. Planning of:
 - NAAC-AQAR-Reaccreditaion
 - NIRF, KIRF, AISHE related works
 - RUSA Fund
3. AOB

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IQAC Action Plan: 2023-2025

1. Curricular Aspects

Curricular planning and implementation: Introduction of ET-LAB (ERP- campus management software).

Academic flexibility: Add on courses and language training courses

Add on courses

- Formation of a Board of Studies with external experts
- 30 hours syllabus- approval
- Each student should join at least one add on course during an academic year

Curriculum enrichment: Conducting programmes / activities / seminars / workshops on the following topics:

- Gender equity
- Human values
- Environment and sustainability
- Entrepreneurship
- IPR
- Research methodology
- FDP, FEP, Short term, MOOC courses
- Encouraging UG and PG students to go for internship programmes

Feedback system

- Collecting feedback from students, teachers, employers, and alumni on a periodic basis
- Student Satisfaction Survey to be conducted systematically

2. Teaching-Learning and Evaluation

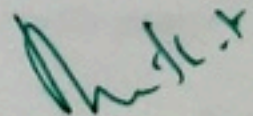
To increase student enrolment: Making the college more visible on social media through frequent updates and uploads.

Catering to student diversity: Conducting a student induction programme, bridge course, and ELAT for first-year UG students.

Teaching-learning process

- Introducing LMS and setting up a studio in the e-learning lab for TED talks and TEDex talks
- Placing interactive panels in at least two classrooms of UG departments and three classrooms of PG departments
- Effective mentoring: Identifying socially and economically backward students




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Associate Professor
in Charge of Principal
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Evaluation process and student performance

- Using collaborative and open book assessments in internal assessment of students
- Increasing the pass percentage of students by properly identifying slow learners through assessments and providing effective remedial coaching

3. Research and extension activities

- Conducting a project presentation competition for outgoing PG batches on a regular basis. Selected projects should be given seed money for publication
- Promoting collaborative research (interdepartmental, intercollegiate, institutions with MoU)
- All departments to carry out extension activities
- Starting a research incubation centre

4. Infrastructure and Learning Resources

- Developing indoor playgrounds, multigym facilities, yoga centre
- Renovation of the play fields
- Establishing an electronic resources computer lab with the latest technology
- Establishing a centralised computer lab with internet facility and DTP for the college
- Establishing a conference room with international standards
- Fully automating the library
- Upgrading the Zoology museum and aquarium to an international standard
- Keeping the Botanical garden and herbarium up to international standards
- Ensuring cleanliness of the campus

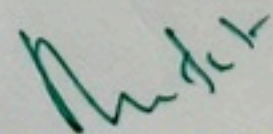
5. Student support, progression, participation & activities

- Offering career counseling, placement opportunities, and guidance for competitive exams to students
- Anti-ragging and anti-drug awareness classes
- Collecting feedback from students through the students grievance cell and anti-ragging cell
- Encouraging student participation in sports, cultural events, and competitions
- Alumni interactions with students to be encouraged
- Skill development (soft skills, language and communication skills, Yoga, physical fitness, health and hygiene, ICT/Computing skills)
- Creating an ecosystem for innovation (patenting, YIP competition, startup mission)
- Initiating IKS (Indian Knowledge System) Forum
- Encouraging participation in MOOC courses, e-content creation programmes

6. Staff empowerment strategies

- Encouraging faculty who publish an article in Scopus- or Web of Science-indexed journal, book/book chapter, or both on each year through seed money.
- Making financial investments for teachers who are prepared to file patents
- Building a men's and staff hostel
- Arranging administrative training classes for office staff




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7. Institutional values and best practices

- Establishing solar power plants in the campus and hostels
- Implementing a proper waste management system and rainwater harvesting
- Periodically removing plastic from the campus in association with the Harithasena club
- Bamboo landscaping and bar-coding of trees
- Green, environmental and energy audit through an ISO certified agency
- Keeping sign posts and display boards

IQAC

- A well furnished & equipped IQAC office
- Collecting feedback on IQAC activities on a regular basis and analysing it to improve
- Taking a centralised and systematic approach to collecting data, with a special emphasis on result analysis, student placement and higher education
- Systematic collection of data from departments, clubs and associations
- Availing RUSA funding
- AQAR and SSR preparations
- Assuring quality of various activities and programmes, and campus as a whole.



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Members present

1. Chairperson: Dr. Mathew Varkey T. K., Head of the Institution
Faculty representatives
2. Prof. (Dr.) Neeta N Nair (Research Guide & Head- Department of Botany; Research Coordinator)
3. Dr. Noble P. Abraham (Research Guide & Assistant Professor- Department of Physics; SAAC Coordinator)
4. Dr. Nebu John (Research Guide & Assistant Professor- Department of Chemistry; NIRF Coordinator)
5. Dr. Shaji Varghese (Research Guide & Assistant Professor- Department of Chemistry; NIRF Joint Coordinator)
6. Dr. Josmin P Jose (Assistant Professor- Department of Chemistry & Criterion 2 Convener)
7. Dr. Merin Sara Thomas (Assistant Professor- Department of Chemistry & Criterion 3 Convener)
8. Mr. Jijo John Varghese (Assistant Professor- Department of English & Criterion 4 Convener)
9. Dr. Shilly Elizabeth David (Assistant Professor- Department of Zoology & Criterion 5 Convener)
10. Dr. Arun Vinod (Assistant Professor- Department of Physics & Criterion 6 Convener)
11. Dr. Hareesh R (Senior Faculty- Department of Biosciences & Criterion 7 Convener)
12. Management representative: Dr. George Mathew (College Treasurer)
13. Senior Administrative Officer: Mr. Rengit K Varghese (Office Superintendent)
14. Local society representative: Dr. Reginold Varghese (Municipal Councillor, Ward No. 8, Tiruvalla Municipality)
15. Students' representative: Mr. Gideon Thomas E. Varghese (I MA English)
16. Alumni representative: Brigadier Dr. Mohanan Pillai (Retired DIG)
17. Employers' representative: Dr. Aby Thomas (Chairperson, Choice group of retailers)
18. Industrialists' representative: Mrs. Geetha Paul (Director, Biosciences Division, airis4D)
19. Stakeholders' representative: Mr. Bobi Thomas (Non teaching staff)
20. Coordinator: Dr. Sonia Anna Zachariah (Assistant Professor, Department of Botany)

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Apology of absence:

1. Dr Ajesh K Zachariah- NAAC Coordinator
2. Dr Deepu A- criterion 1 convener
3. Dr Aby Thomas- Employers' representative

Meeting started with a silent prayer. Principal Dr Mathew Varkey TK welcomed the gathering and appointed Dr Josmin P Jose as the recording secretary for the meeting. IQAC coordinator Dr Sonia Anna Zachariah introduced all the 22 members of the reconstituted IQAC composition and presented the new action plan for approval by the committee. It was prepared under seven categories with respect to the NAAC criteria.

1. Curricular aspects
2. Teaching -learning
3. Research and extension activities
4. Infrastructure
5. Student support
6. Staff empowerment
7. Institutional values and best practices

The action taken report of June, July, August, and September was also presented, which included many initiatives, such as an academic calendar, IQAC newsletter - MTC Pulse, monthly news video - Rhythm, new LinkedIn profile for the college, result analysis and student progression templates, data entry and feedback forms, ET-LAB, the campus management software, FEP, SIP, and administrative training programmes.

The upcoming programmes and initiatives by IQAC were also introduced.

Based on the presentation, the following suggestions were made.

Dr Reginold Varghese suggested renovating the play fields (one in front of the college campus and the other in the arts block) and building a sports hostel. He also assured the support and help of the 'Harithasenakarma' team from the municipality for the periodic removal of plastic waste from the campus.

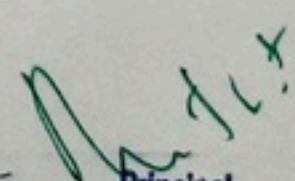
Mrs Geetha Paul pointed out that the academic-industry gap should be minimized and mentioned the importance of starting a research incubation center on campus.

Brigadier Dr Mohanan Pillai suggested starting language training courses on campus.

In the absence of Dr Ajesh K Zachariah, the NAAC coordinator, Dr Noble P Abraham briefed the committee on the AQAR updates and the SAAC, KIRF processes in detail.

Dr Nebu John presented the NIRF ranking updates in detail and Dr Shaji Varghese presented the RUSA project plan and proposal for 2023-26.




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Dr George Mathew evaluated the college's activities and expressed the management and governing council's concern towards the fifth cycle of NAAC accreditation. He assured full support from the management to IQAC for implementing new initiatives and ensuring the quality of the campus in all fields.

The committee approved the action plan with all suggestions proposed. Recording secretary Dr Josmin P Jose read the minutes, which were also approved by the committee. Dr Noble P Abraham rendered vote of thanks and the meeting came to an end by 3:45 pm.



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