



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

MTC/IQAC-AT/2022-2023

Date: 30.03.23

ACTION TAKEN REPORT

2022-23

Sl. No.	Date	Decisions	Action Taken
1	10.06.2022	<ol style="list-style-type: none">1. Year Plan - Preparation2. AQAR – Preparation and submission3. Quality Measures to be initiated4. SAAC Accreditation – preparation to be completed5. Next Cycle of NAAC- plan to be chalked out6. It was decided to conduct separate counselling sessions for men and women students and also conduct classes on the code of Ethics of the college.7. A comprehensive ERPS to be purchased at the earliest	<ul style="list-style-type: none">•The academic year plan for the year was discussed and finalized. The plan of Action was also discussed and finalized. All departments were informed to conduct remedial classes as much as possible so that students can fare well in their exams.•The Annual Gender Sensitization Plan was completed. Separate counselling sessions for men and women students were conducted. A session on the code of Ethics of the college was included in the Induction programme.•All criterion conveners and Department coordinators were requested to compile the data for the AQAR preparation of 2021-22 and submit it to the IQAC email- criterion wise. Dr.Nebu John asked to start the process for SAAC accreditation and the KSHEC survey & registration was completed.•Online TCS was renewed and used for all purposes like attendance, internal evaluation and feedback.. Different software options were studied –jointly by the ICT and IQAC.•Committees were constituted for the



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			purpose of NAAC next cycle accreditation.
2	22.09.2022	<ul style="list-style-type: none"> • Presentation of AQAR • Preparation of Next AQAR • NIRF preparation • A Science Festival to be conducted for XII Standard Students of nearby schools 	<p>❖ The IQAC coordinator Dr. Susan Thomas presented the prepared AQAR. It was approved for submission by the committee members present.</p> <p>❖ It was decided that the next AQAR submission be undertaken criterion wise and in a time-bound manner. All criterion conveners were requested to meet once a week, along with the members of the criteria and discuss the preparatory steps, and the measures required for improving the performance in each criterion. The IQAC coordinator pointed out the weak points in each criterion and gave a few suggestions on how each criteria performance would be improved.</p> <p>❖ The HODs were asked to include PG/UG students for the Data Collection from students like students achievements and students participation in programmes/sports events.</p> <p>❖ In order to ensure that no data is missed out, all the HoDs were informed that after every programme conducted by the department/club a detailed report of the same was to be sent to</p> <p>1. The website data Committee</p>



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			<p>2. The IQAC. The email of the website data collection was given . The report to include</p> <ol style="list-style-type: none">1) Photographs (geo-tagged and normal)2) A brief report of the event in 100-200 words.3) A copy of the attendance sheet. <ul style="list-style-type: none">❖ The department were asked to design their own questionnaire and collect feedback from students on Bridge courses, Add on courses and Core papers.❖ The departments were told to collect feedback from Alumni who visit the institution, to get a better idea for Peer perception.❖ Audits on environment and energy were conducted.❖ All activities must be uploaded on the website, as web links to every event must be given on the website. Department level coordinators to ensure the same.❖ A science Festival was conducted for standard XII students of nearby schools. All science departments prepared a short video of their department facilities and labs to exhibit at the programme. All Science departments got the labs ready and around 500 students visited the labs and facilities. A Scholarship test and prizes were given by the Brilliants
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			<p>Group at the event.</p> <p>❖ The Induction programme for I year students was conducted from 28th September. Immediately after that the Bridge Course (Foundation Course) organized by departments was conducted.</p>
3	27.09.2022	Induction Programme to be conducted from 29-09-2022 to 01-10-2022	<p>The Programme was successfully conducted and included sessions on</p> <ul style="list-style-type: none"> ➤ Soft skills & Life Skills ➤ Counselling for Men & Women students. ➤ Language Skills ➤ Vision and Mission of the Institution-Code of Conduct –Ethics ➤ Gender Sensitization ➤ Preparation for Career-options, Details of Competitive exams etc ➤ Details of scholarships and Endowment prizes available for students. ➤ Presentation by NSS, NCC, Brains Trust, Academic Enrichment Programme convenor -Dr.Antu Annam Thomas ➤ Structure of the UG course and Library facility ➤ ASAP –Government Cell –for Language Learning Skills ➤ Career Guidance ➤ Each session was moderated by an IQAC member/Department NAAC Coordinator



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			➤ An ELAT was conducted at the end of the programme.
4	30.11.2022	<ul style="list-style-type: none"> • Review of Academic year plan 2022-23 • Review of Plan of Action • OBE should be implemented at the earliest • NIRF, AISHE, ATAL-ARIIAA rankings should be participated in by the institution 	<ul style="list-style-type: none"> • NEP related detailed planning begun – sessions were organized for the same. • A training program for teachers on OBE was conducted under the leadership of Dr George Mathew. • NIRF, AISHE, ATAL-ARIIAA rankings- participated and data submitted by the institution • A department wise audit was conducted and infrastructure improvements were planned.
5	15.12.2023	A training session on NIRF Ranking process and accreditation process to be conducted for teachers	<p>A training session on NIRF was held in the college. Each Criteria was studied in detail. The sub points and strategies to achieve more points in each were discussed.</p> <ul style="list-style-type: none"> • The presenter also pointed out sub-points (Criteria –wise) where our performance needs to be improved. • The presentation is available for sharing, on request, and departments can convene meetings to study how criterion wise performance can be improved. • NIRF ranking-criteria were also discussed in detail and suggestions were given on how the peer perception can be increased. • It was also mentioned that steps should be taken to ensure that all



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			seats (sanctioned strength) are filled for all the programmes and results must be improved for a better grade in all the ranking systems.
			<ul style="list-style-type: none">• NAAC accreditation-5th cycle needs to begin at the earliest. Committees for the same have been drawn up and will be given to the convener at the earliest. The work to begin at the beginning of the next academic year itself.
6	25.02.2023	Library facilities to be improved Concept of appointing student librarians form each class was mentioned in the meeting. Academic audit for the year 2022-23 should be conducted.	<ul style="list-style-type: none">• Prof Manesh Jacob was given charge of preparing a proposal for the revamping of the library, after studying all the facilities and resources in the library.• Student Internship Programme was offered by the IQAC for the betterment of the library. Two student librarians worked for 2 months in the library.• Internal and External audit was conducted.

IQAC Chairperson and Principal

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



IQAC Coordinator

Sd/-
Dr Susan Thomas