

Internal Quality Assurance Cell (IQAC) Mar Thoma College, Tiruvalla

Action Plan 2024-2025

Action Taken Report 2024-2025

Month	Programmes	Collaborating cell/club/association	Report of events conducted
Jun-2024	Research Methodology Workshop Series commence	IQAC & RAC	The IQAC and RAC jointly organised the Research Methodology Workshop Series and Lecture Series for research scholars and PG students. First workshop on Research Methodology - Overleaf writing template was conducted on June 24. Dr. Noble P. Abraham, Research Guide, Department of Physics was the resource person. Second workshop on Research Methodology - Zotero reference tool was conducted on June 29. Ms. Savithri T.K., Librarian, School of Behavioral Science, MG University Kottayam was the resource person. The first Lecture Series was held on June 26 through online mode. Dr. Josmin P. Jose, Research Guide, Department of Chemistry took a lecture on Literature Analysis in Research. The second lecture series on Research Methodology was held on July 06. Dr. Jacob Thomas, Research Guide, Department of Botany led the lecture on the topic, 'From lab to life: balancing ethics, impact and ownership in research.'
	Research Methodology Lecture Series commence	IQAC & RAC	
	CSIR-UGC-NET Exam coaching classes commence	IQAC & UGC/JRF Guidance Cell	Online orientation classes for UGC-JRF exams in Life Science and English subjects were conducted on Saturdays and Sundays.

Jul-2024	Sustainable Village Project: activities commence	IQAC & CSA	Extension activity Mar Thoma College Tiruvalla - Stewards of Sustainable Development The Centre for Social Action (CSA) in association with IQAC has initiated a Sustainable Village Project 2024 with the objective- Sustainable Development of Tiruvalla Kakkathuruthu Village. The proposed activities fall under various sectors like education, environment, social service, economic & women empowerment etc. Tuition classes, environment activities, health awareness classes were provided.
	Entry Level Assessment Test (ELAT)	IQAC	Deeksharambh, Student Induction Programme was conducted from July 12-19 for first year FYUGP. The Entry Level Assessment Test (ELAT) was conducted on behalf of IQAC on the last day of the programme.
	Quizzards 24 commence	IQAC & College Library	The sessions of the Quizzards- quiz competition series for PSC aspirants organised by IQAC and College Library was conducted on July 19, August 02, October 07, October 22, November 04. Ms. Summaya Abdul Rahim, guest lecturer, department of Botany served as the quiz master.
	Yoga classes commence	IQAC & IKS	International Yoga Day under the joint auspices of the Indian Knowledge System Forum, IQAC, and NCC was held on June 21. Mr. Deepesh G., an alumnus of the college (B.Sc. Mathematics 2001-04 batch) and Superintendent of Customs and Central Excise, Kochi, was the chief guest. Regular Yoga sessions on behalf of IQAC, NSS and IKS were held on every thursdays. Dr. Vishnu Namboodiri K.M., Ms. Atmana M.S., III B.Sc. Botany Model II, Ms. Sandra S., III BA English led the sessions.
	Zumba classes commence	IQAC & Women Empowerment Cell	Zumba sessions conducted by IQAC and the women empowerment cell, were held successfully for women of the campus on July 23, August 06, August 27, August 29, August 30, October 10, October 22 and November 19.
	Faculty Retreat	IQAC	The IQAC-organised Faculty Retreat programme was held on August 23. Dr. Sam Skariah, former principal of Mumbai Wilson College, conducted a motivational session for the faculty.

Aug-2024	Career Guidance classes commence	IQAC & Placement Cell	The Placement Cell & IQAC of Mar Thoma College, Tiruvalla, in association with Global Gates Academy, conducted a seminar on Skill Acquisition for Career Enhancement on October 04, 2024, from 2:30 to 3:30 PM. The resource person was Mr. Tony Sebastian, Operation Manager, Global Gates Academy. The Placement Cell and IQAC, in association with Amrita IAS, organised an interactive session on "Mastering the Basics of the Civil Service Exam" on January 29. Mr Joseph Paul, Senior Faculty at Amrita IAS, served as the resource person.
	Administrative Training Programme: Office staff	IQAC	The IQAC conducted an Administrative Training Programme, 'Empowering Office Staff: Mastering 4-Year UG Programme Operations,' on October 26 for the benefit of office staff. Dr. K.M. Vishnu Namboodiri, Master Trainer, Mahatma Gandhi University UG Programme, served as the resource person.
	Skill development: Leadership Training and Motivational Sessions commence	IQAC & WWS	The first session of the 'Walk with the Scholars' programme in association with IQAC, was held on August 13.p Mr. Mathew Koshy, alumnus and HR Trainer, is the master trainer for the WWS programme. The second session, which included library time and group discussion, was held on August 17.
	Merit Day: Honouring UG, PG Rank holders and A+ holders of 2023-24	IQAC	The Mar Thoma College Merit Day 2024 was held on October 01 to felicitate the rank holders and students who secured A+ grades in the Mahatma Gandhi University examinations (Undergraduate and Postgraduate).
Sep-2024	Alumni Mentorship Programmes commence	IQAC & Alumni Association	The IQAC organised the inaugural session of the Alumni Mentorship Programme on March 25. Mr Mathew Koshy, a renowned HR trainer and alumnus, delivered the keynote address, offering valuable mentoring insights to the students.
	Entrepreneurs and Skill Training Workshops commence	IQAC & ED club	Postponed to 2025-26

	Research Methodology Seminar: AI tools in Research	IQAC & RAC	Postponed to 2025-26
Oct-2024	Research Methodology Seminar: IPR	IQAC & RAC	The IQAC and RAC jointly organised the Research Methodology Lecture Series III on Intellectual Property Rights (IPR) for research scholars and postgraduate students on September 30. Dr. Jacob Thomas, Research Guide in the Department of Botany, was the resource person. 95 students have participated in the programme.
	Skill development: Competition cum Exhibition of Paintings related to IKS	IQAC & IKS/Artistry Club	Postponed to 2025-26
	OBE Workshop for Faculty	IQAC	An OBE workshop on CCA Evaluation Process and Internal Marking System was organised by IQAC on October 18. Dr. K. M. Vishnu Namboodiri was the resource person.
Nov-2024	Faculty Development Programme: MOOC Courses	IQAC	Postponed to 2025-26
Dec-2024	Research Methodology Seminar: Journal Selection and Publication	IQAC & College Library	Postponed to 2025-26

Jan-2025	Academic Audit	IQAC	The Annual Academic Audit was conducted on behalf of the IQAC on January 16 and 17. Prof Samson Mathew (NIT, Trichy), Prof Philip Varghese (former IQAC coordinator, St Thomas College, Kozhencherry) and Dr Reji T (Principal, Govt College, Chittur) were the members of the audit team. The team visited the departments, evaluated the presentations, and conducted an exit meeting. During the meeting, they shared their observations, suggestions, and recommendations for the college's improvement.
Feb-2025	Skill development for Public Speaking: Elocution competition	IQAC & WWS	<p>The IQAC & WWS (Walk with the Scholars Programme) organised a Skill Development Programme - Public Speaking and Elocution competition on March 6. Seven students from various departments participated in the competition. Mr Mathew Koshy (Alumnus), Dr Shiny Thomas (Department of Malayalam) and Dr Mathew Sam (Department of History) served as the judges. The winners of the competition are:</p> <p>Malayalam Elocution</p> <ol style="list-style-type: none"> 1. B. Alakanantha, Department of Political Science 2. Andrew M Idichandy, Department of English <p>English Elocution</p> <ol style="list-style-type: none"> 1. Safin Thomas Cherian, Department of English 2. Anna Susan Sabu, Department of Political Science. <p>An evaluation of the elocution competition was conducted by Mr Mathew Koshy, who provided valuable tips and techniques for effective public speaking and elocution, greatly benefiting the participants.</p>
	Value Education Training Programme	IQAC & CSA	The Centre for Social Action (CSA) and IQAC organised a Value Education Training Programme: "Teaching Body Boundaries to Young Children" on February 10 on Google meet platform. The session aimed to equip participants with essential knowledge and strategies for educating young children about personal boundaries and safety. The event saw active participation from students, teachers, and social workers, highlighting the relevance of the topic across various sectors. Ms Jyothi Ann Mathew, Psychosocial Consultant gave an insightful talk with a comprehensive overview of age-appropriate ways to discuss body boundaries, the significance of consent, and how to empower children to communicate discomfort.

	Life Skill Training	IQAC & Women Empowerment Cell	The Women Empowerment Cell, in association with the IQAC, organised a Life Skill Training session titled Basic Self-Defence under the theme “Empowering One Another” on February 12. The session was led by Ms Sean Ann Kuruvilla, II BA English, a trained martial arts practitioner.
	Faculty Development Programme: MMTTP	IQAC	The IQAC organised an online Faculty Development Programme (FDP) on Malaviya Mission Teachers Training Programme (MMTTP) on February 27. Dr Vishnu Namboodiri KM served as the resource person, providing hands-on training on registration procedures for attending MMTTP through the portal. The programme attracted 64 participants from various institutions, who gained valuable knowledge about the MMTTP.
Mar-2025	Quizzards Grand Finale	IQAC & College Library	The IQAC, in association with the College Library, organised the grand finale of the Quizzards quiz competition series on March 13. The topic was current affairs from January and February 2025. Dr Sumayya Abdul Rahim, faculty member of the Department of Botany, served as the quiz master. Following a preliminary round, five teams were selected for the final round. The winners were: First prize: Rajalekshmi R and Anjana KA from the Department of Biosciences Second prize: Ajmal S and Chandana Lakshmi Santhosh from the Department of Botany Third prize: Kevin Thomas Mathew and Arun Tom Shibu from the Department of Commerce.
	Feedback collection	IQAC	Feedback from students and alumni regarding the curriculum is gathered and consolidated for submission to the university. Feedback from various stakeholders concerning the institution and its facilities is consistently gathered and submitted for evaluation.
	Mentoring Review		Mentoring reports have been collected from mentors using the mentoring report form.
	Digital Skill Development Programme	IQAC & Department of Computer Applications	The IQAC in association with the Department of Computer Applications organised a Skill Development Programme on the topic, 'Essential Computing Tools for Project and Dissertation' on March 06. Ms Anamol Thomas, faculty department of Computer Applications served as the resource person. Hands-on training was also provided to the participants. A total of 22 PG students attended the workshop.

Apr-2025	Research Colloquium: PhD Scholars	IQAC & RAC	Postponed to 2025-26
May-2025	Non-teaching staff retreat	IQAC	The IQAC organised a Non-Teaching Staff Retreat on May 30, themed "Behind the Scenes, Building Success". Rev. Vinod Easow, Director, Jyothis Special School, Mar Thoma Syrian Church, Mavelikkara, delivered the keynote address, highlighting the crucial role of non-teaching staff in the institution's success and motivating them to strive for excellence.

