

INTERNAL QUALITY ASSURANCE CELL (IQAC) CONSTITUTION

2017-2022



**Mar Thoma College for Women
Perumbavoor**

2017 - 2018

Composition of the IQAC

Chairperson : Dr. Lisy Cherian, Principal
Coordinator : Dr. Anupama P.
Secretary : Dr. Minu Susan Koshy

Committees according to the seven criteria

1) Curricular Aspects

Convenor & Members	Ms. Preethi Sara Joseph (Convenor) Ms. Jayasree M. J. Dr. Gigi George Dr. Paulose Thomas Ms. UshaAnna John Mr. Jacob Mathew
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2) Teaching Learning and Evaluation

Convenor Members	Ms. Sherin T. Abraham (Convenor) Dr. Annie Kurien K. Ms. Reemy Sara Mathai Dr. Melvi Chandy Mr. Eldho Uthup Mr. Abraham M.M.
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3) Research, Innovation & Extension

Convenor & Members	Dr. Vinod V. (Convenor) Dr. Biju Jacob Thomas Ms. Shalilha Jacob Ms. Feba P. Baby
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4) Infrastructure & Learning Resources

Convenor & Members	Dr. Vineed Kumar K. (Convenor) Ms. Supriya Susan Kurian Mr. Dileep T.S.
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5) Student Support & Progression

Convenor & Members	Dr. Rajani Jacob (Convenor) Ms. Chaithanya Elsa Achankunju Ms. Serene Anna Sam Ms. Bindhu Mathew Ms. Ammini A.
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6) Governance, Leadership & Management

Convenor & Members	Ms. Sangeetha Rachel Koruth (Convenor) Dr. Priya Kurian Mr. George Varghese Ms. Sincy Kuriakose
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7) Institutional Values and Best Practices

Convenor &Members	<p>Dr. Bibin Kuriakose (Convenor)</p> <p>Ms .Sujo Mary Varghese</p> <p>Mr. Jibin Shibu Sam</p> <p>Ms. Jolly Paul</p> <p>Ms. Soumya Anand</p>
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2018 - 2019

Composition of the IQAC

Chairperson : Dr. Lisy Cherian, Principal
Coordinator : Dr. Anupama P.
Secretary : Dr. Minu Susan Koshy

Committees according to the seven criteria

1) CurricularAspects

Convenor & Members	Ms. Preethi Sara Joseph (Convenor) Ms. Jayasree M. J. Dr. Gigi George Dr. Paulose Thomas Ms. UshaAnna John Mr. Jacob Mathew
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2) Teaching Learning and Evaluation

Convenor & Members	Ms. Sherin T. Abraham (Convenor) Dr. Annie Kurien K. Ms. Reemy Sara Mathai Dr. Melvi Chandy Mr. Eldho Uthup Mr. Abraham M.M.
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3) Research, Innovation & Extension

Convenor & Members	Dr. Vinod V. (Convenor) Dr. Biju Jacob Thomas Ms. Shalilha Jacob Ms. Feba P. Baby
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4) Infrastructure & Learning Resources

Convenor & Members	Dr. Vineed Kumar K. (Convenor) Ms. Supriya Susan Kurian Mr. Dileep T.S.
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5) Student Support & Progression

Convenor & Members	Dr. Rajani Jacob (Convenor) Ms. Chaithanya Elsa Achenkunju Ms. Serene Anna Sam Ms. Bindhu Mathew Ms. Ammini A.
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6) Governance, Leadership & Management

Convenor & Members	Ms. Sangeetha Rachel Koruth (Convenor) Dr. Priya Kurian Mr. George Varghese Ms. Sincy Kuriakose
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7) Institutional Values and Best Practices

Convenor & Members	Dr. Bibin Kuriakose (Convenor) Ms .Sujo Mary Varghese Mr. Jibin Shibu Sam Ms. Jolly Paul Ms. Soumya Anand
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2019 - 2020

Composition of the IQAC

Chairperson : Dr. Gigi George, Principal-in-Charge
Coordinator : Dr. Anupama P.
Secretary : Dr. Minu Susan Koshy

Convenors and Members

1. Curricular Aspects

Convenor & Members	Ms. Preethi Sara Joseph (Convenor) Ms. Jayasree M. J. Dr. Paulose Thomas Ms. RoshinT. Roy Ms. Anitta Benny Ms. Mini P.K. Ms. Usha Anna John Mr. Jacob Mathew
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2. Teaching Learning and Evaluation

Convenor & Members	Ms. Sherin T. Abraham (Convenor) Ms. Reemy Sara Mathai Dr. Melvi Chandy Ms. Deepthy Rajan Ms. Manju K.G. Ms. Saritha N. Mr. Abraham M.M. Mr. Sam Babu
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3. Research, Innovation & Extension

Convenor &Members	Dr. Vinod V. (Convenor) Dr. Biju Jacob Thomas Ms.Avani T. Dr. Rakhi R Ms. Feba P. Baby Mr. Benny John T
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4. Infrastructure & Learning Resources

Convenor & Members	Dr. Vineed kumar K.(Convenor) Ms. Supriya Susan Kurian Mr. Dileep T.S.
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5. Student support & Progression

Convenor & Members	Dr. Rajani Jacob (Convenor) Ms. Chaithanya Elsa Achankunju Ms. Serene Anna Sam Ms.Anandi R Ms. Ritty Susan Varghese Ms. Uthara Suresh Ms. Bindhu Mathew Ms.Ammi A
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6. Governance, Leadership & Management

Convenor Members	Ms. Sujo Mary Varghese (Convenor) Ms. Shalitha Jacob Ms. Sangeetha Rachel Koruth Ms. Sincy Kuriakose
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7. Institutional Values and Best Practices

Convenor Members	Dr Bibin Kuriakose (Convenor) Mr. Jibin Shibu Sam Ms. Amy Maria Paul Ms. Sunu N.V. Ms. Jolly Paul Ms. Soumya Anand
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2020 - 2021

Composition of the IQAC

Chairperson : Dr. Gigi George, Principal-in-Charge
Coordinator : Dr. Anupama P.
Secretary : Dr. Minu Susan Koshy

Convenors and Members

1. Curricular Aspects

Convenor & Members	Ms. Chaithanya Elsa Achankunju (Convenor) Ms. Preethi Sara Joseph Dr. Paulose Thomas Ms. Anitta Benny Ms. Silvey Paul Mr. Eldho Uthup Mr. Jacob Mathew
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2. Teaching Learning and Evaluation

Convenor & Members	Ms. Sherin T. Abraham (Convenor) Ms. Reemy Sara Mathai Dr. Melvi Chandy Ms. Roshin T. Roy Ms. Manju K.G. Ms. Saritha N. Mr. Gopi Krishnan Mr. Sam Babu
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3. Research, Innovation & Extension

Convenor & Members	Dr. Vinod V. (Convenor) Dr. Biju Jacob Thomas Ms. Avani T. Ns. Feba P. Baby
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4. Infrastructure & Learning Resources

Convenor & Members	Dr. Vineed Kumar K (Convenor) Ms. Supriya Susan Kurian Ms. Shijitha Pratheesh Mr. DileepT.S.
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5. Student Support & Progression

Convenor & Members	Dr. Rajani Jacob (Convenor) Ms. Serene Anna Sam Ms. Anandi R Ms. Emilda Sebastian Ms. NamithaS. Ms. Kesia Susan Ms,AmminiA. Ms. Bindhu Mathew
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6. Governance, Leadership & Management

Convenor & Members	Ms. Sujo Mary Varghese (Convenor) Ms. Shalitha Jacob Ms. Sangeetha Rachel Koruth Ms. Sincy Kuriakose
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7. Institutional Values and Best Practices

Convenor & Members	Dr. Bibin Kuriakose (Convenor) Mr. Jibin Shibu Sam Ms. Amy Maria Paul Ms. Sunu N,V. Ms. Jolly Paul Ms. Soumya Anand
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2021 - 2022

Composition of the IQAC

Chairperson : Dr. Sujo Mary Varghese, Principal-in-Charge
Coordinator : Dr. Anupama P.
Secretary : Dr. Minu Susan Koshy

Convenors and Members

1. Curricular Aspects

Convenor & Members	Ms. Chaithanya Elsa Achankunju (Convenor) Dr. Gigi George Ms. Preethi Sara Joseph Dr. Paulose Thomas Ms. Silvey Paul Ms. Anjali P.P. Ms. Reshma Mathew Mr. Eldho Uthup Mr. Jacob Mathew
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2. Teaching Learning and Evaluation

Convenor & Members	Ms. Sherin T. Abraham (Convenor) Ms. Reemy Sara Mathai Dr. Melvi Chandy Ms. Roshin T. Roy Ms. Manju K.G Ms. Saritha N. Mr. Gismon Thomas Mr. Gopi Krishna Mr. Sam Babu
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3. Research, Innovation & Extension

Convenor & Members	Dr. Vinod V. (Convenor) Dr. Biju Jacob Thomas Dr. Avani T. Dr. Gayathri K. Dr. Rakhi R. Ms. Feba P. Baby
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4. Infrastructure & Learning Resources

Convenor & Members	Dr. Vineed Kumar K. (Convenor) Ms. Supriya Susan Kurian Ms. Keertliy Kishore Mr. Sreekumar N. Ms. Jintumol Raj P. Ms. Sony T. James Ms. Shijitha Pratheesh Mr. Dileep T.S.
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5. Student Support & Progression

Convenor & Members	Dr. Rajani Jacob (Convenor) Ms. Serene Anna Sam Ms. Anandhi R. Ms. Emilda Sebastian Ms. Anu Mary Varghese Ms. Cincy Varghese Ms. Bindhu Mathew Mr. George Varghese
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6. Governance, Leadership and Management

Convenor & Members	Ms. Sangeetha Rachel Koruth (Convenor) Dr. Shalitha Jacob Ms. T.J Vishnupriya Ms. Hephzy T Paul Ms. Sincy kuriakose
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7. Institutional Values and Best Practices

Convenor & Members	Dr. Bibin Kuriakose (Convenor) Mr. Jibin Shibu Sam Ms. Amy Maria Paul Ms. Sunu N.V. Ms. Aiswariya K.R. Ms. Athira M. Ms. Bhama K Mohan Ms. Soumya Anand
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**MAR THOMA COLLEGE FOR WOMEN
PERUMBAVOOR**

IQAC MINUTES 2017-22



The image is a decorative cover with a light green background. It features a thin gold rectangular border in the center. Four green leafy branches are positioned at the corners, extending towards the center. The text "2017-2018" is written in a bold, dark green font in the center of the page.

2017-2018

Date: 15/12/17
Venue :IQAC room
Time: 02.30 pm

Agenda:

1. Reconstitution of IQAC
2. Planning for upcoming cycle of accreditation
3. Planning for augmentation of infrastructure facilities
4. Any other matter with consent of Principal

The Principal suggested that the nomenclature of the IQAC assistant be secretary, IQAC. Dr.Minu Susan Koshy was appointed as the secretary IQAC.

The Conveners for each IQAC team was decided.

<u>Curricular Aspects</u> Ms.Preethy Sara Joseph, Dr.Gigi George	<u>Research, Innovation, Extension</u> Dr.Vinod V, Dr.Biju Jacob Thomas	<u>Governance, Leadership & Management</u> Ms.Sangeetha Rachel Koruthu, Dr.Rajani Jacob
<u>Teaching, Learning & Evaluation</u> Ms.Sherin T Abraham, Reemy Sara Mathai, Dr.Annie Kurien, Ms.Serene Anna Sam,	<u>Infrastructure</u> Dr.Vineed Kumar, Dr.Paulose Thomas	<u>Institutional Values & Best Practices</u> Dr.Bibin Kuriakose, Dr.Biju Jacob Thomas, Mr. Jibin Shibu, Ms.Serene Anna Sam
	<u>Student Support</u> Dr.Melvi Chandy, Ms.Chaithanya Elsa Achankunju, Ms.Jayasree	

Dr.Anupama P summarized the key points in the NAAC report.

The Principal suggested that each department offer add-on courses. Teachers were also requested to offer additional courses for the next 5 years.

The members discussed the possibility of enhancing the facilities in the language lab and library. The establishment of primary health facilities and disabled friendly areas in the campus was discussed. Each department was requested to come up with a master plan for the coming years.

Emphasis was laid on raising alumni funds. It was decided that a committee be set up for the same.

The teaching diary is to be revised so as to include more details about additional duties undertaken by the staff.

The possibility of encouraging the adoption of eco friendly measures, including a Green Audit was discussed.

Ms.Jayasree M J, HoD,Dept.of Hindi was entrusted the tasks of documentation and filing of notices/ certificates etc. pertaining to examination duty (external), seminars/ conferences/workshops etc.(attached by the teaching staff.

Members also suggested that a teachers 'Profile' be uploaded in the College website.

The meeting concluded at 4.30 p.m.

Members Present

1. Dr.Lisy Cherian
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Ms.Preethy Sara Joseph
5. Ms.Jayasree M J
6. Dr.Gigi George
7. Ms.Sherin T Abraham
8. Dr.Bibin Kuriakose
9. Dr.Vinnedkumar
10. Dr.Biju Thomas Mathew

Dr.Anupama P
IQAC Coordinator

Principal - In - charge
Mar Thoma College For Women
Perumbavoor - 683 542



Date: 03/01/2018

Venue :IQAC room

Time: 3.30 pm

Agenda:

1. Follow-up on IQAC Coordinator's meeting with expert
2. Circulation of NAAC Manual
3. Planning for accreditation
4. Participation in University Arts Festival
5. Any other matter with consent of Principal

The Principal opened the session highlighting the IQAC coordinator's meeting with Dr.Rajan Varughese.

Dr.Anupama P, The IQAC coordinator, elaborated upon the points made during the interaction.

The NAAC manual is to be circulated among the members of the faculty. Internal workshops on various topics pertaining to accreditation are to be conducted. Each department is to nominate a department IQAC convenor and later establish criteria committees.

The IQAC composition is to be decided next year after orienting the first year batches towards optimum participation in accreditation-related activities.

All details of the students including their phone numbers and email IDs are to be stored online. The numbers of new courses introduced are to be documented. The IQAC is to be sent this year and the details are to be documented.

Departments are to carry out various extracurricular activities, keeping the points cap in mind. All activities, such as the celebration of the birthdays of prominent personalities are to be held every year. Invited lectures by faculty members from Institutions in states other than Kerala shall be encouraged. The library sports and arts section would receive special attention.

Programmes offered by the University should be allotted codes. Contributions from alumni should be encouraged. The Principal suggested that a project (such as Donate-A-Book campaign) be implemented. Members suggested that final year students contribution be included in alumni receipt.

The Principal proposed that at least two teams be presented at the University Arts Festival. Dr.Biju Suggested that the best actors from each drama team be identified and trained. In this regard, there was a proposal to contact Dr.Chandran, St,Alberts College.

Issues pertaining to the location of the library and office room, as well as the possibility of the campus disabled friendly were also discussed.

The meeting concluded by 10.45 a.m

Department convenors

1. Commerce – Dr.Jibin Shibu Sam
2. English – Dr.Minu Susan
3. Physics – Dr.Rajani Jacob
4. History – Dr.Vinod
5. Zoology – Dr.Biju Jacob Thomas
6. Hindi – Ms.Jayasree M J
7. Chemistry – Ms.Sumayya
8. Mathematics – Dr.Gigi George
9. PE- Dr.Vineedkumar

Members Present

1. Dr.Lisy Cherian
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Priya Kurian
5. Dr.Annie Kurien K
6. Ms. Sherin T Abraham
7. Dr.Biju Thomas Mathew
8. Dr.Vineedkumar
9. Dr.Biju Jacob Thomas
10. Dr.Vinod V
11. Ms.Jayasree M J

Dr.Anupama P
IQAC Coordinator

Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542



Date: 31/01/2013

Time: 3.30 p.m

Venue : IQAC room

Agenda:

1. Discussion of NAAC Manual
2. Submission of AQAR
3. Introduction and conduct of new certificate courses
4. Criterion-wise work for NAAC
5. Student support initiatives
6. Any other matter with consent of Principal

The IQAC coordinator opened the session with a discussion of the NAAC manual. The criteria and key Indicators were discussed in detail. The strong and weak areas of the College with respect to the criterion were identified. Criteria 1 was discussed in detail.

It was discussed that adequate infrastructure be developed for the use of ICT and for uploading video/audio lectures. The AQAR is to be sent by March 2018.

The Committee also decided to introduce new certificate courses and get the syllabi approved by the competent authorities, preferably, government agencies. The courses are to be documented and allotted course codes. Interdisciplinary projects are to be encouraged. The possibility of introducing a course on developmental studies with gender issues, environment and sustainability human rights as the thrust areas, was discussed. Subject related certificate courses shall also be promoted.

Inviting resource person from outside the College to deliver special lectures was discussed. Teaching faculty members were encouraged to be part of the Board of studies of Universities/Colleges.

Students are to be sent for internships with media houses, labs and companies and also for summer schools. Placement of students after post graduation would be promoted. Feedback on courses, teachers and the Institution in general is to be obtained from the stake holders. Using google forms for the purpose was discussed. The results analysis shall be uploaded on the website.

The website is to be revamped and new portraits related to the College are to be set up. The IQAC members decided to visit other idea as to how to improve the facilities in the campus.

Teaching faculty members were assigned charge of various teams based on the NAAC criteria for accreditation. Workshops are to be conducted by each team on their respective areas. The first session shall be held at 03.30 p.m on 5 February 2018. All Permanent teachers are expected to attend the meetings.

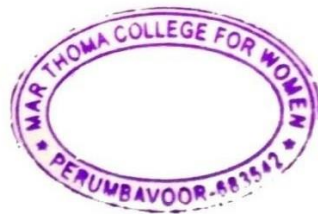
The meeting concluded by 05.00 p.m.

Members present

1. Dr.Lisy Cherian
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Ms.Sangeetha Rachel Koruthu
5. Dr.Rajani Jacob
6. Dr.Gigi George
7. Dr.Vineedkumar
8. Dr.Vinod V
9. Dr.Bibin Kuriakose
10. Ms.Sherin T Abraham
11. Ms.Preethi Sara Joseph
12. Ms.Sumayya P A

Dr.Anupama P
IQAC Coordinator

Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542



Date: 05/02/18

Venue: IQAC room

Time: 03.45 p.m

Agenda:

1. Criterion-wise orientation- Criteria 1 and 2
2. Conduct of entry-level test
3. Conduct of mentoring and remedial classes
4. Functioning of Grievance Redressal Cell
5. Any other matter with consent of Principal

The meeting began at 03.45 p.m with the IQAC coordinator providing a brief of Criterion 1. Since this is an affiliated College, and the University decided the syllabus, the input from the College shall be limited. However a decision was taken to improve the contribution to curricular aspects by integrating issues in the curricular and improving the feedback system.

Ms.Sherin T Abraham conducted a session on Criterion 2- Teaching learning and Evaluation. The key Indicators were analyzed in detail. It was decided that a register shall be kept by all the departments for students from other states/ countries. The existing reservation policy shall be continued in accordance with the rooms.

The entry level text, conducted to identify advanced learners and slow learners shall be continued. Secondary level texts shall be administered to monitor the progress of students. Remedial coaching classes shall be continued for slow learners. The students who score the highest in the entry level text shall be sent to participate in seminars, conferences and workshops. Tutorials where the advanced learners would assist the slow learners shall be conducted.

Point 2.2.2 (student-full time teacher ration) requires clarification as to whether guest teachers can be included among the full time teachers. The policy of admitting all differently abled students who apply for courses in the College, shall be continued.

In order to enhance the quality of student centric methods experiential and participative learning would be encouraged. Each department shall identify such methods as per the requirements of the courses. Students shall be sent for internships, summer schools etc. The IQAC members shall visit other colleges to obtain an overview of such methods employed in those Institutions.

The use of LMS shall be encouraged. The resources for recording the classes where ICT is used shall be procured without delay.

The number of mentees allotted to each mentor shall be reduced. So that the students get more focused attention. Leave form and letters shall be collected regularly from students.

Each department shall provide a discriptionnn of the creative and innovative methods utilized in teaching. Faculty members shall apply for fellowships and grants from reputed bodies. They shall also strive to attain Ph.D degrees in a time bound manner.

The Grievance Redressal Cell shall be energized and class representatives shall be part of regular meetings with the GRC Department-level. Student committee shall be set up. It was decided to conduct retests for students who miss exams due to genuine reasons.

Departments are to bring out academic calendars with details of the internal exams, dates and syllabus. Student satisfaction surveys shall be conducted and the results analyzed.

Programme outcomes and course out comes shall be uploaded on the website. The attainment levels and details shall also be uploaded. Efforts will be made to improve the pass percentage of students.

The meeting conducted at 05.00 p.m. The next meeting was scheduled for 6 February 2017 at 03.30 p.m.

Members Present

1. Dr.Lisy Cherian
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Paulose Thomas
5. Dr.Jibin Shibu Sam
6. Dr.Rajani Jacob
7. Dr.Gigi George
8. Ms.Serene Anna Sam
9. Ms.Sherin T Abraham
10. Dr.Vinod V
11. Ms.Sangeetha Rachel Koruthu
12. Ms.Preethy Sara Joseph

Dr.Anupama P
IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542

Date: 06/02/18

Time: 03.30 p.m

Venue: IQAC room

Agenda:

1. Criterion-wise orientation – Criteria 3, 4
2. Establishment for forum for extension activities
3. Conduct of job training and internship for students
4. Any other matter with consent of Principal

The meeting began at 03.30 p.m with Dr.Vinod V elaborating up on Criteria 3(Research, Innovation and Extension Activities). The need to form a Research Forum, comprising teaching faculty and students shall be formed. The forum shall also issue a monthly newsletter. Teachers eligible to apply for guide ship shall do the same.

Each department is to apply for at least two projects over 5 years. The Projects should be funded by governmental/private agencies.

Activities which provide students a link to the job market shall be organized by the Reasearch Forum. The activities of the department of Zoology, pertaining to aquaponics shall receive emphasis.

With regard to IPR and Industry-Academia Innovative Practices, workshops shall be conducted with resource persons from outside the College. At least 2 workshops shall be held in an year. Teaching staff will be encouraged to apply for patents.

At least one hundred articles shall be published in total, over the course of 5 years by the teachers in various departments. A plagiarism software should be bought so as to keep academic and research malpractices in check.

Teachers who make exemplary contributions to the academia and / or the Institution shall be felicitated every year.

The area of publication received special attention during the meeting. Each faculty member is expected to publish at least one article in an year in UGC indexed journals. The existing publications of all the teachers shall be anthologized. A proposal to issue journals from each department was also mooted. In order to reduce the expenditure and for ensuring credibility, the departments were asked to opt for entire journals. The various department associations shall be responsible for the issue of the journals. Teachers were also asked to contribute to Akasawani on a daily basis.

A forum for extension activities shall be established. Donation campaign will be encouraged. The members also proposed the installation of charity boxes in the canteen and other areas

frequented by students and staff members. The website shall carry information pertaining to extension activities. The NSS and NCC will continue their activities with vigour. Students shall be encouraged to participate actively in AIDS awareness programmes and swatch Bharat Abhiyan. The committee also decided to locate agencies requiring student volunteers.

The College shall pay special emphasis to job training and student exchange programmes. MOUs shall be signed with other institution of repute and inter institutional collaborations shall receive a boost. Owner 5 years each department shall sign MOUs with other Institutions. Department wise extension activities will be undertaken.

The meeting conducted at 5.00 pm . The next meeting was scheduled for 8 February 218, at 3.30 p.m

Members Present

1. Dr.Lisy Cherian
2. Dr.Anupama P
3. Dr,Minu Susan Koshy
4. Dr.Bibin Kuriakose
5. Dr.Vinod V
6. Dr.Gigi George
7. Dr.Rajani Jacob
8. Dr.Paulose Thomas
9. Dr.Melvi Chandy
10. Ms.Serene Anna Sam
11. Dr.Sangeetha Rachl Koruthu
12. Dr.Biju Jacob Thomas
13. Dr.Jibin Shibu Sam

Dr.Anupama P
IQAC Coordinator



Principal-in-charge
Mar Thoma College For Women
Perumbavoor-683542

Date: 07/02/18

Venue: IQAC room

Time: 03.30-5.00 p.m

Agenda:

1. Criterion-wise orientation- Criterion 5
2. Introduction of programmes for vocational education and training
3. Functioning of Alumni Association and Students' Council
4. Any other matter with consent of Principal

The Principal opened the session highlighting the need to energize the activities undertaken for student support in the College. Dr.Rajani Jacob led the discussion on Criteria 5 (student support and Progression)

Students shall be encouraged to apply for scholarships etc. Orientation session shall be conducted for this. Considering the number of students who applied for such scholarships over the last years, the committee came to the conclusion that most students are interested in applying for the schemes. The teachers are to follow up on these applications and document the details. Other funds received by the students shall also be documented. For this purpose , forms shall be provided to the students, who shall then submit the filled-in forms to the respective class teachers.

The Institution shall continue the practice of providing endowment awards and scholarships to meritorious students. Guidance shall be provided to students appearing for competitive examinations. The PSC coaching classes shall continue. New bridge courses shall be introduced. ASAP, language lab session and counseling session shall continue. Documentation shall receive emphasis, especially with regard to the placement of students after UG.

New programmes for vocational education and training will be initiated. The Dept. of History proposed a tie up with the state Archaeological Department for a PG Diploma course in Archaeology. The Institution shall keep track of the students who enroll and complete the course successfully. The possibility of beginning a B.Voc programme was also discussed. The existing course on tailoring shall be modified to better suit vocational requirements. The post-office training programme shall be rejuvenated. The programmes conducted earlier and which stand discontinued now, shall be re-examined with support from the retired teachers who support from the retired teachers who had been in charge of them.

As discussed in the 06/02/18 meeting the grievance cell shall be energized and suggestion boxes shall be installed. Notices pertaining to various cells and the members of these cells shall be put up on the notice boards.

The alumni forum shall receive special attention. The database of the alumni shall be uploaded. From this year, the outgoing students shall be charged a nominal amount for being a part of the

alumni forum. The institution shall update information pertaining to their education and career on the website and continue to be in contact with them. Alumni contributions will be encouraged. Regular alumni meetings shall be hold.

The students council will be encouraged to organize more activities. Sports and arts programmes shall continue with vigour. The frequency of organizing such activities shall be increased. Each department shall issue monthly booklets about the activities conducted. An hour shall be released in a week for association activities for students.

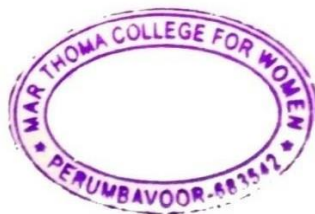
The meeting came to close at 5.00 p.m. The next session was scheduled for 08/12/18 at 3.30 p.m in the IQAC room.

Members Present

1. Dr.Lisy Cherian
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Paulose Thomas
5. Ms.Sangeetha Rachel Koruthu
6. Dr.Jibin Shibu Sam
7. Dr.Priya Kurien
8. Dr.Gigi George
9. Ms.Serene Anna Sam
10. Dr.Melvi Chandy
11. Dr.Rajani Jacob
12. Dr.Bibin Kuriakose
13. Dr.Vinod V

Dr.Anupama P
IQAC Coordinator

Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542



Date:19/2/18

Venue: IQAC ROOM

Time: 03.00 P.M

Agenda:

1. Criterion-wise discussion- Criterion 6
2. Creation of strategic plan
3. Adoption of welfare measures for stakeholders
4. Conduct of film and food festivals
5. Any other matter with consent of Principal

The coordinator opened the session with a review of the meetings held over the past week. Mrs.Sangetha Rachel Koruthu discussed Criterion 6(Governance, Leadership and Management). A write –up on the governance and management involving members of the staff is to be prepared. In order to make the functioning of the institution smoother and to ensure greater student participation in governance it was decided that the HODs shall meet the representatives of each class and discuss their concerns. The Grievance cell shall also be reenergized. A case study showing the participative management and decentralization will be prepared. The HoD shall then present the decision at the staff council meetings. These will then be forwarded to the Principal and the governing council.

Strategic plan and deployment documents are to be updated. A master plan for making at least one department a centre of excellence shall be created. E-Governance tools are to be utilized. The existing mechanism will be reenergized. An organogram shall be designed and uploaded.

Decision regarding the adoption of welfare measures for teaching and non-teaching staff were taken. The committee decided to submit a proposal regarding the setting up of a Children's Room for the children of teaching and non-teaching staff, to the management. A proposal to set up a cooperative society and common staff room was also mooted. The member also decided to submit a proposal to the management to provide at least 25 % of the amount required to attend conferences and towards membership fee of professional bodies.

The College will organize more training programmes. The faculty members shall also attend orientation programmes and Refresher courses.

In order to mobilize funds, a film festival shall be conducted. A food festival has also been planned for March 2017. Mrs.Sangeetha Rachel and Dr.Anupama P will be in charge of the food festival. Mr.Jibin Sam and Mrs.Preethi Sara Joseph are in charge of the film festival. The institution will encourage schools and colleges in the vicinity to take part actively in the programmes.

The IQAC shall continue the work with vigour. Regular reviews of teaching learning process, learning outcomes and structures will be conducted. New initiatives as planned during the preceding meetings, shall be undertaken.

The meeting came to a close at 5.00 p.m. The next meeting was scheduled for 21/02/18.

Members Present

1. Dr.Lisy Cherian
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Paulose Thomas
5. Ms.Preethi Sara Joseph
6. Dr.Melvi Chandy
7. Dr.Rajani Jacob
8. Ms.Serene Anna Sam
9. Ms.Sherin T Abraham
10. Dr.Jibin Shibu Sam
11. Ms.Sangeetha Rachel Koruthu

Dr.Anupama P
IQAC Coordinator

Principal-in-charge
Mar Thoma College For Women
Perumbavoor - 683 542



Date: 21/02/18

Venue: IQAC room

Time: 03.30 p.m

Agenda:

1. Criterion-wise discussion – Criterion 7
2. Adoption of eco-friendly measures
3. Distribution of handbook
4. Adoption of welfare measures for differently abled students
5. Any other matter with consent of Principal

The coordinator opened the meeting with a review of the decision taken during the past meetings. Dr.Bibin Kuriakose discussed Criterion 7-Institutional Values and Best Practices. Suggestion regarding programmes for promoting gender equity were put forth. The members decided to conduct workshop for faculty and students, poster exhibition, week long programmes, interactive sessions and rallies. Students shall be given classes on ensuring safety and security. Counseling facilities shall also be provided.

Environment days shall be celebrated and the college calendar shall henceforth incorporate details regarding the same. Clubs to promote environmental awareness and sustainability will be formed with local community participation. The students shall be part of programmes for the disposal of plastic waste and liquid waste in the locality. Rain water harvesting shall be undertaken on a large scale. The members also suggested setting up a cycle pool for the campus. The possibility of making the office go paperless was also discussed. As part of the green Initiative the members decided to plant bamboo trees on the roadsides.

Braille software shall be installed in the computers as and when the need arises. Special skill development programme shall be held for the differently abled. The college shall contribute to the development of the local community. Programmes such as water testing(of wells) in the locality shall be continued. The possibility of adopting a locality and conducting English language classes and other activities there was discussed. The committee also decided to grow native varieties of fruits and provide them at reasonable rates to the local community. Besides, the college shall contribute towards the cleaning of the Periyar river and the linked canals and lakes.

The IQAC decided to provide handbooks to students and teachers. Boards displaying the core values of the institution shall be displayed. This could be undertaken by the Alumni of the College. The staff shall provide suggestions regarding Institutional best practices.

The meeting came to a close at 05.00 p. m

Members Present

1. Dr.Lisy Cherian
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Gigi George
5. Dr/Priya Kurian
6. Dr.Melvi Chandy
7. Ms.Serene Anna Sam
8. Ms.Sherin T Abraham
9. Dr.Vinod V
10. Dr.Bibin Kuriakose
11. Dr.Paulose Thomas



Dr.Anupama P
IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542



Date: 22/03/2018

Time: 11.30 a.m

Venue: IQAC room

Agenda:

1. Review of decisions taken
2. Implementation of directives from Kerala Higher Education Council
3. Conduct of vacation programmes

The Principal opened the meeting with a review of the decisions taken during the last meeting. The information regarding the activities of the IQAC, provided by the Higher Education Council, was discussed with the members. The IQAC is to conduct more activities and prepare for 3 month reviews by the council, the first of which shall be held in the months of April/May. The IQAC shall finalize on the best practices to be followed.

The members decided that each departments should conduct vacation programmes. The Programmes are to be decided by the respective departments and the list shall be submitted to Dr.Biju Jacob by 26 March 2018.

Members Present

1. Dr.Lisy Cherian
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Melvi Chandy
5. Ms.Peethy Sara Joseph
6. Ms.Sangeetha Rachel Koruthu
7. Ms.Jayasree M j
8. Dr.Gigi George
9. Dr.Vineedkumar k
10. Dr.Vinod V
11. Dr.Bibin Kuriakose
12. Ms.Sherin T Abraham
13. Dr.Jibin Shibu Sam
14. Dr.Rajani Jacob

Dr.Anupama P
IQAC Coordinator

Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542



A decorative border surrounds the central text. It features blue and purple flowers, gold leaves, and small gold dots. A thin gold rectangular frame is also visible within the border.

2018-2019

Date: 25 June 2018

Time: 11.30 p.m

Venue: IQAC room

Agenda:

1. Application for PG courses
2. Coaching for students
3. Addition of external member to IQAC
4. Participation in MTHEC meeting
5. Application for UGC Block Grants
6. Conduct of add-on courses
7. Declaration of campus as Green Campus
8. Any other matter with consent of Principal

The Principal opened the meeting providing details of applying for new courses.

- ❖ It was decided that the IQAC take initiative to apply for a degree courses in Malayalam.
- ❖ Dept. members to apply for PG courses in the aided stream.
- ❖ English department to coordinate the English classes to be conducted by skill Map(200/month)
- ❖ To begin PSC coaching for this year under the auspices of the UG.
- ❖ Changes in entry level test.
- ❖ Advanced level tests for 2nd and 3rd years with English and Numerical Ability as components. The convener of the Teaching-learning Criterion is to take responsibility.
- ❖ Decided to felicitate students who obtained Ranks 1-5 and those placed in TCS.
- ❖ Decided to call raju George sir in July after the MTHEC meeting at Thiruvalla.
- ❖ Principal IQAC cocordinators and HoDs to participate in the MTHES meeting.
- ❖ Value education and launch of start-ups(preferable environment related) to be incorporated as best practices.
- ❖ Discussed possibility of converting the campus into a Green campus by enforcing Green Protocol.
- ❖ Dept.co-ordinators and conveners to submit details for AQAR.
- ❖ Research committee to discuss the guidance for UGC Block Grants.
- ❖ Selection of 2 external members to the IQAC suggested names: Dr.Jayamohan(Union Bank),Kudumbasree members
- ❖ Introducing add on courses. Departments to submit list and time slots.
- ❖ Issues pertaining to enforcing discipline.
- ❖ Convert existing VE courses in to a certificate course.

The meeting came to a close at 01.00 p.m

Members Present

1. Dr.LisyCherian
2. Dr.Anupama P
3. Dr.Minu Susan Koshy

1. Dr.AnnieKurien K
2. Dr.BibinKuriakose
3. Ms.Jayasree M j
4. Dr.Vineedkumar K
5. Dr.MelviChandy
6. Ms.Sherin T Abraham
7. Dr.JibinShibu Sam
8. Dr.Rajani Jacob
9. Ms.Chaithanya Elsa Achankunju
10. Ms.Reemy Sara Mathai
11. Ms.Preethi Sara Joseph
12. Dr. Vinod V
13. Ms.Sangeetha Rachel Koruthu



Dr.Anupama P

IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542



Date: 5 Oct 2018

Time: 11.30 p.m

Venue: IQAC room

Agenda:

1. Maintaining event register
2. Research promotion
3. Meeting of conveners
4. Adoption of best practices
5. Raising funds from alumni and otherwise
6. Vocational training
7. Conduct of seminar by electoral literacy club
8. Collection of union funds
9. Conduct of tutorial and remedial classes
10. Any other matter with consent of Principal

The Principal opened the meeting with instructions regarding the preparation of the AQAR.

- ❖ Event register to be maintained
- ❖ Research committee meeting to be called to discuss activities for the promotion of research oriented activities.
- ❖ Criteria convenors/IQAC convenors to meet every week
- ❖ Incorporate Snehasparsham, Green Campus constitution of Disciplinary committee as best practices.
- ❖ To ensure that at least 1 lakh is obtained as alumni contribution- the amount is to be collected from each batch as they complete their courses.
- ❖ To conduct fund raisers to build houses for financially backward students affected by the floods.
- ❖ A bridge programme for vocational training to be conducted.
- ❖ A seminar to be held on 09/11/18 by the newly constituted electoral literacy club and parliamentary literacy club.
- ❖ Discussed the possibility of collecting Union fund at the time of admission. Conveners reached regarding collection of Rs.100 every year.
- ❖ Tutorial classes to be held every Monday from 3.30-04.30. Remedial classes to be held during the lunch break. Register to be maintained for each.

The meeting conducted by 01.30 p.m

Members present

1. Dr.Lisy Cherian
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Vinod V
5. Dr.Rajani Jacob
6. Ms.Preethi Sara Joseph
7. Ms.Reemy Sara Mathai

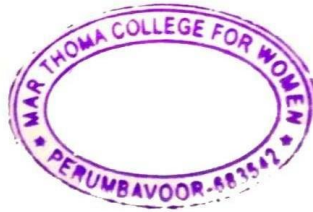
1. Ms.Sangeetha Rachel Koruthu
2. Dr.Bibin Kuriakose



Dr.Anupama P
IQAC Coordinator



Principal-in-charge
Mar Thoma College For Women
Perumbavoor - 683 542



Date: 18 December 2018

Time: 10.30 p.m

Venue: Board room

Agenda

1. Overview of accreditation
2. Role of IQAC
3. Preparing for next accreditation
4. Suggestions for improvement
5. Any other matter with consent of Principal

Academic Audit

The Academic Audit by the Mar Thoma Higher Education Council headed by Dr.M.O. Koshy(Former pro-vice chancellor, Kannur University) and Dr.Alex Mathew(Secretary, MTHEC) was held on 18 Dec 2018. The meeting began with a silent prayer.

Dr.Alex Mathew briefed the attendees on the higher education scenario today and provided suggestions for faculty members on how to move ahead in terms of institutional and academic standards.

The team appreciated the college for getting 3 B.Voc courses granted by the UGC.The

following suggestions were provided:

- ❖ IQAC to provide orientation classes for newly recruited faculty.
- ❖ Faculty members need to be involved in infrastructure development.
- ❖ Teachers to pursue research and academic activities with vigour.
- ❖ The Institution to be re oriented to achieve autonomy within 15-20 years.
- ❖ Entry level test to be included as a best practice of the Institution
- ❖ Videos of classes and students academic activities to be recorded.
- ❖ Conduct workshops on academic publication and presentations for students.
- ❖ E-mail ids to be created for all students and teachers to open webpages to record academicactivities.
- ❖ 100 % e-literacy among students
- ❖ Optimum use of e-resources for teaching , learning and administration.
- ❖ Communicative English classes to be offered for all students.
- ❖ The language lab to be expanded with facilities to accommodate a minimum of 30 students at a time. A proposal to be sent to the Governing Council in this regard.
- ❖ Physical Education Dept. to work on obtaining better infrastructure and providing intensive training for students.
- ❖ Dept. of History to conduct Heritage studies.

- ❖ Dept. of Commerce to engage in more industry-related activities and establish tie-ups with reputed organizations.
- ❖ Office to be automated and paperless administration to be promoted.
- ❖ Faculty members must get involved in e-content development.

The meeting came to a close at 03.30 p.m after deliberations on the feedback provided by the MTHEC team.

Members Present

1. Dr.LisyCherian
2. Dr.M.O Koshy
3. Dr.Alex Mathew
4. Dr.Anupama P
5. Dr.Minu Susan Koshy
6. Ms.Sangeetha Rachel Koruth
7. Ms.Reemy Sara Mathai
8. Ms.Usha Anna John
9. Dr.MelviChandy
10. Dr.Gigi George
11. Dr.Rajani Jacob
12. Dr.BibinKuriakose
13. Dr.Vineedkumar k
14. Ms.Chaithanya Elsa Achenkunju
15. Ms.Preethi Sara Joseph

Dr.Anupama P

IQAC Coordinator

Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542



Date: 18 Dec 2018

Time: 4.00 p.m

Venue: Board room

Agenda

1. Evaluation of academic audit
2. Follow up activities after audit
3. Any other matter with consent of Principal

Evaluation Meeting

1. Dr. Lissy Cherian
2. Dr. M.O. Koshy
3. Dr. Alex Mathew
4. Dr. Anupama P
5. Dr. Minu Susan Koshy
6. Ms. M.J. Jayasree
7. Dr. Gigi George
8. Dr. Annie Kurien K
9. Ms. Reemy Sara Mathai
10. Ms. Serene Anna Sam
11. Mrs. Avani T
12. Mrs. Roshin T Roy
13. Mrs. Chaithanya Elsa Achenkunju
14. Mrs. Preethi Sara Joseph
15. Mrs. Sangeetha Rachel Koruth
16. Dr. Melvi Chandy
17. Dr. Rajani Jacob
18. Dr. Vineedkumar K
19. Dr. Biju Jacob Thomas
20. Dr. Paulose Thomas
21. Dr. Jibin Shibu Sam
22. Dr. Bibin Kuriakose

Dr. Anupama P
IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542

Date: 04/01/19

Time: 11.30 a.m

Venue: IQAC room

Agenda

1. Collection of documents for AQAR
2. Student support programmes
3. Establishment of science club
4. Preparation of audit report
5. Any other matter with consent of Principal

The meeting began at 11.30 a.m on 04/1/19.

The following issues were discussed and decided upon:

1. Documents for AQAR to be collected.
2. Certificates to be submitted to Mrs. M.J Jayasree
3. An event register to be kept.
4. Postal savings programme to be organized in association with India Post.Training to be given for class representatives.
5. Anti ragging declaration form to be obtained from a sample of 10 students.
6. Register students in Better India, the UGC online portal for logging complaints.
7. 7.A Science club to be set up by the Depts. Of Pysics, Chemistry, Zoology and Mathematics.
8. 8.A report to be prepared integrating the suggestions given by the Academic Audit team.
9. Encourage 100% e-literacy among students.
10. Conducts interdepartmental presentations.
11. Snehasparsam and Green Campus initiative to be adopted as Best Practices.
12. Cluster Groups and entry level tests to be added.

Members Present

1. Dr.LisyCherian
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Gigi George
5. Mrs.M.J.Jayasree
6. Mrs.Deepthi Rajan
7. Mrs.Preethi Sara Joseph
8. Mrs. Reemy Sara Mathai
9. Dr.Bibin Kuriakose
10. Dr.Rajani Jacob
11. Dr.Jibin Shibu Sam
12. Mrs. Sherin T Abraham

1. Dr.Vineedkumar k
2. Mrs.Sangeetha Rachel Koruth
3. Mrs.Chaithanya Elsa Achenkunju



Dr.Anupama P

IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542



Date: 22 March 2019

Time: 01.30 p.m

Venue: Board room

Agenda

1. Submission of data for AQAR
2. Feedback collection
3. Faculty enrichment programmes
4. The meeting began with a silent prayer.

The following matters were discussed

- ❖ Details for AQAR 2019-20 to be submitted by June 2019(available data)
- ❖ Faculty members to submit certificates of workshops/ conferences attended to Mrs.Jayasree M Jon a regular basis.
- ❖ Balance to be maintained between curricular and co-curricular activities.
- ❖ All activities to be documented systematically with recordings, photographs and reports.
- ❖ Dr.Vineedkumar raised concerns regarding the deletion of his name in the college Diary, as system Administrator. The Principal clarified that the post of SA was created on a temporary basis for ease of works during the NAAC visit and that it is not a post that exists currently.
- ❖ Student feedback to be collected systematically
- ❖ Faculty members to register for Ph.Din the next academic year.
- ❖ The meeting came to a close at 4.00 p.m

Members Present

1. Dr.LisyCherian
2. Dr.Anupama p
3. Dr.Minu Susan Koshy
4. Mrs.Sunu N.V.
5. Mrs.Chaithanya Elsa Achenkunju
6. Mrs.Preethi Sara joseph
7. Dr.Vinod V
8. Mrs.Jayasree M J
9. Dr.Vineedkumar K
10. Dr.Annie Kurien K
11. Dr.Rajani Jacob
12. Dr.Bibin Kuriakose
13. Dr.Melvi Chandy
14. Mrs.Sherin T Abraham
15. Mrs.Usha Anna John

Dr.Anupama P IQAC
Coordinator



Principal-in-charge
Mar Thoma College For Women
Perumbavoor - 683 542

Date: 28 March 2019

Time : 2.30 p.m

Venue: IQAC room

Agenda:

1. Farewell to retiring Principal
2. Any other matter with consent of Principal

The meeting to express the gratitude of the IQAC to the Principal, Dr.LisyCherian, who was retiring from service on 30 March 2019, began with a prayer.

The IQAC coordinator Dr.Anupama P thanked Dr.LisyCherian for her immense contribution to the development of the college. The Valuable services rendered by the Principal to the Institution and IQAC were highlighted.

The IQAC secretary proposed the vote of thanks after the Principal addressed the IQAC and wished the Cell the very best for the NAAC accreditation in 2022.

The meeting concluded at 03.15 p.m

Members Present

1. Dr.LisyCherian
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Mrs.Usha Anna John
5. Dr.Sujo Mary Varghese
6. Dr.Paulose Thomas
7. Dr.Rajani Jacob

Dr.Anupama P

IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542

The page features a white background with a blue border. Pink cherry blossoms are scattered in the corners: top-left, top-right, bottom-left, and bottom-right. The blossoms are in various stages of bloom, with some showing yellow centers and others being fully open with five petals.

2019-2020

Date: 06/06/2019

Venue: Board room

Time : 01.30 pm

Agenda:

1. RUSA Phase III
2. AQAR data 2018-19
3. Young Innovators Programme (YIP)
4. Criteria convenor-Governance
5. Mentoring
6. Reduce, Reuse, Recycle programme
7. Any other matter with consent of Principal

The meeting commenced at 01.30 pm with the Principal's opening remarks concerning the agenda. The following decisions were taken;

- Uploading data in MHRD for RUSA phase –III Mrs.Sherin T Abraham was entrusted with the task.
- AQAR data and supporting documents to be submitted by 30 June 2019.
- KYIP coordinatorship was assigned to Dr.Rajani Jacob (WWS coordinator) and Mrs.Reemy Sara Mathai (SSP coordinator)
- Convenor of criteria –Governance –reg.
It was suggested that Mrs. Sujo Mary Varghese be given convenership of Governance during the period of Mrs.Sangeetha Rachel Koruth or for the succeeding year as well
- It was decided to systematize the mentoring system by issuing a mentor book to the Mentors.
- Reduce-Reuse-Recycle” Programme to be launched to augment Green Campus Initiative.

The meeting came to a close at 3.00 pm

Members Present

1. Dr.Gigi George
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Ms.Sherin T Abraham
5. Ms.Sangeetha Rachel Koruth
6. Dr.Rajani Jacob
7. Dr.Melvi Chandi
8. Ms.Preethi Sara Joseph
9. Ms.Chaithanya Elsa Achehunkunju
10. Ms.Reemy Sara Mathai
11. Dr.Vineedkumar K
12. Ms.Jayasree M J
13. Dr.Bibin Kumar
14. Dr.Vinod K



Dr.Anupama P
IQAC Coordinator



Principal - In - charge
Mar Thoma College For Women
Perumbavoor - 683 542



Date: 03/07/2019

Venue: Board room

Time : 11.30 pm

Agenda

1. Launch of add-on/certificate courses
2. Submission of AQAR
3. Registration for NIRP
4. Addition of members in criteria teams
5. Any other matter with consent of Principal

The meeting began at 11.30 a.m with a silent prayer. The Principal addressed the team and emphasized on submitting the AQAR on time.

The following decisions were taken:

- ❖ Add-on/ certificate courses to be launched
- ❖ Charges of clubs, cells etc. decided in the last meeting confirmed
- ❖ Teacher's Diary to be updated and submitted.
- ❖ AQAR to be submitted in December
- ❖ Department NAAC coordinators to submit print out of criteria details to criteria convenors
- ❖ College to register for NIRP
- ❖ More members including guest teachers, to be included in criteria teams, as per request from convenors.

The meeting came to a close at 1.00 p.m

Members Present

1. Dr.Gigi George
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Ms. Sherin T. Abraham
5. Dr. Rajani Jacob
6. Dr. Vineedkumar K.
7. Dr. Vinod V.
8. Dr. Bipin Kuriakose

Dr.Anupama P

IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542

Date: 20/08/2019

Venue: Board room

Time : 02.30 pm

Agenda

1. YIP
2. AQAR 2018-19 submission
3. deQ software
4. Grievence Redressal Cell
5. Entry Level Test
6. Teachers Diary
7. Academic Audit
8. Any other matter with consent of Principal

The minutes of the previous meeting were read. The YIP was discussed in detail by the coordinator, Dr.Rajani Jacob. Students are expected to submit the proposals by 26/08/2019

- It was decided to conduct intra-college competitions to select the proposals
- The print outs of the criteria details were given by the IQAC conveners to the criteria coordinators.
- Registration in the NAAC portal will be done in the last week of September.
- All documents to be submitted by 19/09/2019
- The new list of criteria names including guest lecturers was prepared
- The possibility of signing a contract with the DeQ was discussed. A suggestion to develop our own software was given.
- It was decided to submit a proposal and the quotation from DeQ to the Governing Council.
- A Grievance Redressal Cell to be established with convener to handle issues pertaining to SC/ST students
- High representation of SC/ST in ASAP, WWS and SSP to be ensured .
- Dr. Melvi Chandy to coordinate the entry level tests.

- Question papers of English and Maths to be printed in the Exam room under the leadership of Dr.Bibin Kuriakose and Mr.Sam.
- Last year's result of the test to be collected.
- Teacher's diary to be submitted .
- Apply for a certificate course in Financial Accounting offered by the IHRD.
- The report of the Academic Audit (Dec.2017) was discussed.
- Action taken report to be submitted.

The meeting came to a close at 4.30 pm

Members Present

1. Dr.Gigi George
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Rajani Koshy
5. Dr.Rajani Jacob
6. Dr.Melvi Chandy
7. Ms.Chaithanya Elsa Achenkunju
8. Ms.Reemy Sara Mathai
9. Ms.Sherin T Abraham
10. Dr.Vineedkumar K
11. Dr.Sujo Mary Varghese
12. Dr.Vinod V
13. Dr.Bibin Kuriakose

Dr.Anupama P
IQAC Coordinator

Principal - In - charge
Mar Thoma College For Women
Perumbavoor - 683 542



Date: 23/09/2019

Venue: Board room

Time : 11.00 am

Special Meeting of all staff ahead of MTHEC visit

Agenda:

Conduct of programmes during visit by MTHEC

The Principal called a special meeting of all in order to give instructions regarding visit by MTHEC, scheduled for 24 Sept.2019

- ❖ All document to be kept in order
- ❖ All files to be updated
- ❖ General organization of event.

The meeting concluded at 12.00 p.m



Dr. Anupama P
IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542



Date: 24/09/2019

Venue: Board room

Time : 10.00 am

Agenda:

1. Evaluation of institution
2. Orientation for accreditation

The academic audit by the Mar Thoma Higher Education Council, headed by Dr.M.O Koshy(former pro-Vice Chancellor, Kannur University) and Dr.Alex Mathew (Secretary MTHEC) was held on 24 September 2019 . The meeting began with a silent prayer.

The IQAC Coordinator welcomed the gathering. The team asked the Principal and the Coordinator about the follow-up of the audit held on 18 December 2018. Principal briefed the team of the activities of the College after the previous visit of MTHEC. IQAC Coordinator presented the IQAC report and the reports of various departments. The team appreciated the College for starting three B.Voc courses granted by the UGC. The following suggestions were provided.

- Teachers to pursue research and academic activities.
- Learning Management System to be installed.
- Remedial classes need to be offered and the details are to be recorded.
- Faculty members should attend Orientation / Refresher Courses, especially in e-content development.
- Eco friendly campus need to be maintained.

The team also met the non-teaching and administrative staff in the afternoon and discussed office-related matters. Their support for the IQAC was solicited. A final review meeting with all teaching and non-teaching staff was held in the evening, where the MTHEC team provided their feedback. The meeting concluded at 5.00 PM.

Members Present

1. Prof.Dr.M.O Koshy
2. Prof.Dr.Alex Mathew
3. Dr.Gigi George
4. Dr.Anupama P
5. Mrs.Chaithanya Elsa Achenkunju
6. Ms. Sherin T. Abraham
7. Dr. Rajani Jacob
8. Dr. Vineedkumar K.
9. Dr. Vinod V.
10. Dr. Bipin Kuriakose



Dr.Anupama P
IQAC Coordinator



Principal - In - charge
Mar Thoma College For Women
Perumbavoor - 683 542

Meeting with administrative staff

Agenda:

Suggestions for office management

The meeting began with a silent prayer. The team addressed the administrative staff.

- ❖ Staff to play proactive role in preparing for accreditation
- ❖ E-governance system to be systemized.
- ❖ Student details to be recorded in online software.
- ❖ Computers to be updated.
- ❖ Office room to be expanded
- ❖ Service related details to be updated
- ❖ Coordination between various sections of the staff to be ensured for smooth functioning of IQAC.
- ❖ Staff to attend training programmes.
- ❖ The meeting came to a close at 04.00 p.m

Members Present

- 1) Prof.M.O Koshy
- 2) Prof.Dr.Alex Mathew
- 3) Dr.Gigi George
- 4) Dr.Anupama P
- 5) Mrs.Bindhu Mathew
- 6) Mrs.Feba P Baby
- 7) Mr.Sam Babu
- 8) Mr.Benny John T
- 9) Mr.Eldho Uthup

Dr.Anupama P

IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542

Date: 03/11/2019

Venue: Board room

Time : 11.30 am

Agenda

- Submission of AQAR in HEI Portal
- Academic Audit recommendations
- Swachatha Abhiyan Programme
- NIRF ranking
- YIP

The meeting began with a silent prayer and the IQAC Secretary read the minutes of the previous meeting .

The following issues were discussed and decided upon:

- IQAC Coordinator and Secretary informed the Conveners that the HEI portal to upload the AQAR has been opened.
- Coordinator reminded the Conveners to collect documents for AQAR 2018-2019 before 30 November 2019.
- Discussed the recommendations given by the MTHEC team and decided to implement the same.
- Appreciated the activities of the NSS,NCC and various clubs, especially for participation in the “Reduce- Reuse- Recycle” programme of College and Swatchata Abhiyan mission. .
- Applied for NIRF ranking. Appreciated Dr. Minu Susan Koshy, Asst.Prof., Dept. of English for successfully uploading data for NIRF .
- The progress of YIP was discussed. Three teams comprising 5 students each participated in Young Innovators Programme and one team was selected for the final round .

The meeting concluded at 1.00 pm with Principals short remarks on today’s agenda and decisions.

Members Present

1. Dr.Gigi George
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Mrs.Chaithanya Elsa Achenkunju
5. Ms. Sherin T. Abraham
6. Dr. Rajani Jacob
7. Dr. Vineedkumar K.
8. Dr. Vinod V.
9. Dr. Bipin Kuriakose



Dr.Anupama P
IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542



Date: 09/01/2020

Venue: Board room

Time : 02.30 pm

Agenda

1. AQAR 2018-19-Review
2. AQAR 2019-20
3. EBSB club
4. Mentoring, Tutorial, Value Education, Remedial Classes
5. EMT Programme
6. Any other matter with consent of Principal

The meeting began at 02.30 pm with a silent prayer. The minutes of the previous meeting were read by the IQAC Secretary and passed by the Conveners.

- The IQAC coordinator thanked the Manager, Principal, Convenors and all IQAC members for the successful submission of AQAR 2018-2019 on time in December 2019.
- The portal was opened for review and the NAAC authorities have sent instructions regarding the inclusion of data pertaining to proper weblink for metrics 4.4.2, 7.2.1 and 7.3.1. It was decided to make the changes and resubmit the AQAR within 15 days as per instructions.
- Decided to start preparations for collecting documents for AQAR 2019-20.
- Decided that the convenors will upload the data for their respective criteria in the AQAR under the guidance of the IQAC Coordinator and Secretary.
- Ek Bharath Shreshtha Bharath (EBSB) Club was launched in our College in accordance with guidelines from the MHRD. Ms. Preethi Sara Joseph, Asst. Prof. Dept. of English was appointed as the coordinator.
- Proper documentation of mentoring, tutorial, remedial classes, value education classes emphasized.
- Teachers Diary to be submitted at the end of every month.
- Demonstration and purchase of DeQ Accreditation software tool discussed.

- Environment Management training Programme, EMT-Go Green 2019, to be held from 11 to 14 January in association with KSCSTE. Hon. Vice Chancellor of M.G. University Prof. Dr. Sabu Thomas to inaugurate the 5 day programme organized by the Dept. of Physics. The meeting concluded at 4.00 pm

Members Present

1. Dr. Gigi George
2. Dr. Anupama P
3. Mrs. Chaithanya Elsa Achenkunju
4. Ms. Sherin T. Abraham
5. Dr. Rajani Jacob
6. Dr. Vineedkumar K.
7. Dr. Vinod V.
8. Dr. Bipin Kuriakose



Dr. Anupama P
IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542

Date: 12/01/2020

Venue: Board room

Time : 10.30 pm

Agenda

1. Overview of changes in AQAR format
2. Delineating best practices
3. Geotagging photos
4. Navakeralam Yuvakeralam Programe
5. Governance Report to DCE
6. Any other matter with consent of Principal

The meeting began at 10.30 a.m with a silent prayer.

- ❖ The IQAC coordinator provided an overview of the changes in the AQAR format.
- ❖ The formats were provided to the conveners.
- ❖ It was decided to outline best practices for the College as well as the departments.
- ❖ The conveners were requested to submit the data by 27 January 2021 during a meeting scheduled for the day.
- ❖ A suggestion to provide incentives to teachers and students engaging in researches was given.
- ❖ Geotagged photographs to be taken for all activities.
- ❖ The Principal gave an overview of the 'Navakeralam Yuvakeralam' programme of the Govt.of Kerala. A committee comprising 3 teachers and 2 students is to be formed. Mrs. Melvi Chandy, Mrs.Sherin T Abraham and Mrs. Roshin T Roy were selected as the coordinators. Ms.Sharon Sara Thomas and Ms.Maria Eldhose were chosen as the student representatives.
- ❖ The details for the Governance Report from the DCE are to be submitted before 18 January 2021.

Next meeting on 27 January 2021. The meeting came to a close by 11.45 a.m

Members Present

1. Dr.Gigi George
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Mrs.Sherin T Abraham
5. Dr.Sujo Mary Varghese
6. Dr.Rajani Jacob

1. Mrs.Chaithanya Elsa Achenkunju
2. Dr.Bibin Kuriakose
3. Dr.Vineedkumar K



Dr.Anupama P
IQAC Coordinator



Principal - In - charge
Mar Thoma College For Women
Perumbavoor - 683 542



2020-2021



Date: 03/06/2020

Venue: Board Room

Time: 11:30 am

Agenda

- Conduct of classes in online mode
- Engagement with students during the pandemic
- Purchase of LMS
- Training for faculty members in online teaching
- Reconstitution of committee in charge of supervising seminars, workshops etc

The meeting began with a silent prayer.

- The current Covid situation was discussed. Members suggested various ways of dealing with the crisis in the education sector owing to Covid.
- Departments to offer psychological and emotional support to students.
- It was decided to purchase an LMS as a common learning platform. Moodle was chosen.
- The IQAC suggested that all teachers undergo training in the area.
- An Institutional mail id was required. It was decided to allot Institutional ids to all teachers.
- The Committee in charge of supervising the conduct of seminars, workshops etc was reconstituted as SHAKTI. It is to supervise the conduct of online programmes organized.

Members Present

1. Dr. Gigi George
2. Dr. Anupma P
3. Dr. Minu Susan Koshy

Dr. Anupama P

IQAC Coordinator

Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542



Date: 30/09/2020
Venue : Board Room
Time : 11:30 am

Agenda

- Monitoring of online teaching
- Reports from sub-committees of IQAC
- Application for NIRF
- Application for ARIIA ranking
- Apply to be nodal agency for IIC
- Apply to be nodal centre of IEDC

The meeting began with a silent prayer.

- The progress of online teaching and the use of online tools were discussed.
- Reports were sought from the sub-committees of the IQAC-SHAKTI, VOICEVEEKSHAN and LAKSHYA.
- LAKSHYA was given additional charge of collecting online teaching reports from teachers.
- It was decided to apply for NIRF on time.
- In IQAC decided to apply for ARIIA ranking for the first time.
- It was decided to apply for membership as a nodal agency for the MHRD's Institution's Innovation Council.
- The College will apply to be a nodal centre of Innovation and Entrepreneurship Development centre of the Government of Kerala.

The meeting concluded at 01.00 pm.

Members Present

Mrs. Chaithanya Elsa Achenkunju



Dr. Anupama P

IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542

Date: 30/10/2020

Venue: Board Room

Time :2.00 pm

Agenda

- Change of Convener for criterion on Curricular Aspects
- Regularization of timetable
- Conduct of tutorial classes
- Conduct of value-education classes
- Use of DeQ
- Shift to Moodle
- Collection of data for AQAR
- Addition of students to e-platforms

The meeting began at 02.00 pm with a silent prayer

.The following decisions were taken.

- Change of convener for Curricular Aspects.
Ms.Preethi Sara Joseph has made a request to relieve her for duty as Convener.
- Regularization of Time Table: The slots were decided as follows:

1 st hr	-	8.30 - 09.20
2 nd hr	-	09.20 - 10.15
3 rd hr	-	10.30 - 11.20
4 th hr	-	11.20 - 12.15
5 th hr	-	12.30 - 01.30
- Tutorial sessions to be conducted on Monday (2.3 pm).
- Value education classes to be conducted on Wednesdays by external experts.
- The Coordinator provided an overview of De Q Convener were requested to log in to theportal.
- It was suggested to shift to Moodle immediately.
- Data for AQAR to be collected at the earliest.
- Reminder reg. addition of new students to e-platforms.

The meeting came to close at 03.30 pm.

Dr.Anupama P
IQAC Coordinator



Principal-in-charge
Mar Thoma College For Women
Perumbavoor - 683 542

Date: 12/02/2021
Venue: Board Room
Time: 11:30 am

Agenda

- Approval of College as nodal centre of IIC and IEDC
- Approval of College as nodal centre of Coursera
- Student enrolment in Coursera
- Submission of AQAR data
- Completion of application for NIRF ranking
- Conduct of PTA meetings

The meeting began with a silent prayer.

- The Principal announced that the College has been approved as a nodal centre of both IIC and IEDC.
- The College has been accepted as a nodal centre for Coursera.
- Students to be encouraged to pursue courses in Coursera.
- AQAR data to be submitted by conveners before 30 January 2021.
- The Institution applied for NIRF.
- PTA meetings to be held regularly.

The meeting concluded by 01.00 pm

Members Present

1. Dr.Sujo Mary Varghese
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Rajani Jacob
5. Mrs.Chaithanya Elsa Achenkunju

Dr.Anupama P
IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542

2021-2022



Date: 09/07/2021

Venue: Board room

Time : 11.30 am

Agenda:

1. Submission of AQAR
2. Accreditation process
3. Reconstitution of IQAC
4. Constitution of SSR Committee
5. Any other relevant matter with consent of Principal

The first IQAC meeting of the academic year began at 10.00 a.m with a prayer by Ms.Chaithanya Elsa Achenkunju. The IQAC coordinator provided an overview of the activities of the IQAC undertaken till date.

Future plans were also listed.

- ❖ Annual submission of AQAR was discussed.
- ❖ The scores for various criteria and the quantitative and qualitative evaluation by NAAC was elaborated.
- ❖ Need to apply for pre-qualifier by June 2022.
- ❖ Process of accreditation explained.
- ❖ Need to calculate our own scores with the help of experts and DeQ.
- ❖ Each criteria was explained.
- ❖ Achievements till date were enumerated (copy of slide attached)
- ❖ Future plans were discussed (slides attached)
- ❖ Queries and doubts raised by conveners were answered.
- ❖ The IQAC was reconstituted. Since the former convener of Governance, Dr.Sujo Mary Varghese was promoted to the post of Principal-in-charge, the charge was given to Ms.Sangeetha Rachel Koruth.
- ❖ The IQAC coordinator gave, a presentation on the status of each criteria for the academic year 219-20.
- ❖ The SSR committee was constituted with Ms.Chaithanya Elsa Achenkunju as the coordinator. Other members are Dr.Minu Susan Koshy, Dr.Paulose Thomas, Mr.Jibin Shibu Sam and Mr.Eldho Uthup.

The meeting came to a close at 02.30 p.m

Members Present

1. Dr.Sujo Mary Varghese
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Melvi Chandy
5. Mrs.Chaithanya Elsa Achenkunju



Dr.Anupama P

IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542

Date: 20/07/2021
Venue: Board room
Time : 11.00 am

Agenda

1. Submission of AQAR
2. Collection of data for AQAR
3. Documentation of student support initiatives
4. Appointment of technical assistant
5. Conduct of audits
6. Infrastructure augmentation
7. Any other relevant matter with consent of Principal

The meeting began with a prayer by Ms. Chaithanya Elsa Achenkunju. The submission of the AQAR for 2019-20 and 2020-21 was discussed. The IQAC coordinator informed the committee that the last date for submitting the AQAR for 2019-20 is 30 August 2021.

- ❖ Criteria conveners were asked to verify whether they received all data required.
- ❖ The username and password for the NAAC portal was provided at IIELT for the ease of conveners.
- ❖ Conveners were requested to take steps to collect data for AQAR 2020-21 to be submitted by December 2021.
- ❖ Committee to update academic calendar and outcome.
- ❖ The coordinator requested all conveners and staff to ensure that tutorial classes, remedial coaching, mentoring sessions etc. are documented.
- ❖ Demand for the appointment of a technical assistant was raised. The Principal asked the IQAC coordinator to submit a request letter which shall be presented to the manager/Governing Council.
- ❖ Coordinator reminded the team of the need to conduct energy audit, environment audit, green audit and academic and administrative audits.
- ❖ It was decided to conduct the energy, environment and green audits with the help of accredited agencies with the involvement of students who can get training from these agencies. The audits could be conducted as part of their internships.
- ❖ For academic audit, we should propose a panel of experts comprising one member of the faculty (Principal or IQAC Coordinator) of recently accredited college with A++ grade and one member who is a NAAC assessor.
- ❖ Academic, administrative and IT needs of the College were discussed.
- ❖ Principal requested the Infrastructure convener to assure the quality of infrastructure resources.
- ❖ There was a suggestion that all initiatives in the college should come from the IQAC and all matters should be discussed in the meeting. The coordinator clarified that purchase of deQ was finalized after 3 IQAC meetings with comment from all members. The College applied for new courses after having collected requests from all HoDs.

The meeting came to a close at 1.00 PM.

Members Present

1. Dr.Sujo Mary Varghese
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Mrs.Chaithanya Elsa Achenkunju



Dr.Anupama P
IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542

Date: 13/10/2021
Venue: Board room
Time : 12.30 am

Agenda:

1. New format for AQAR
2. SSR preparation
3. Conduct of academic audit
4. Preparation of mentoring card
5. Any other relevant matter with consent of Principal

The Principal opened the session with a silent prayer. The IQAC coordinator briefed the team of the submission of the AQAR for the academic year 201-20. The document was uploaded on 26 October 2021. The review was received from NAAC and the document was edited and submitted by the date prescribed.

The last date to submit the AQAR for the academic year 2020-21 is 31 Dec 2021.

The following decisions were taken:

- The new format will be available in PDF and members may read it.
- Data collection to be done as per old format.
- Old format will be mailed again by IQAC coordinator.
- The SSR containing data from Oct. 2017 to October 2022 to be submitted in July 2022.
- The data for 2020-21 is to be collected by 30 Nov 2021.
- SSR preparation is to begin along with AQAR preparation.
- Documents for SSR to be collected by 30 Nov.2021.
- Department profiles to be prepared.
- An Academic audit to be conducted with Dr.Mendez Jacob (Marian College), Dr.Sony Kuriakose(Nirmala College) and Mr.Jose James (Former Registrar,MGU)-suggested resource persons.
- The honourarium to be fixed at Rs.10,000/-
- Mentoring card to be prepared.

The IQAC discussed the possibility of including Dr.Sony Kuriakose as a member of the reconstituted IQAC.

Dr.Vineedkumar highlighted the need to conduct an audit of infrastructure facilities, especially the computers. The computers require good maintenance services. Wi-Fi should be available throughout. A request for the same should be placed before the Management.Dr.Vineedkumar also presented the decision to launch new programmes and clubs (such as Cycling club) as part of Fit India Programme.

The meeting came to a close at 01.30 p.m

Members Present

1. Dr.Sujo Mary Varghese
2. Dr.Anupama P
3. Dr.Rajani Jacob
4. Dr.Vineedkumar K
5. Mrs.Sherin T Abraham
6. Dr.Minu Susan Koshy
7. Mrs.Chaithanya Elsa Achenkunju



Dr.Anupama P
IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542

Date: 23/11/2021

Venue: Board room

Time : 12.30 am

Agenda:

1. Discussion on external audit
2. Conduct of induction programmes
3. Conduct of UBA
4. Any other relevant matter with consent of Principal

The meeting began at 10.00 a.m with a silent prayer.

- ❖ Comments from external auditors were discussed.
- ❖ It was decided to follow the plan suggested by them.
- ❖ SSR preparation to be done without delay.
- ❖ All Criteria conveners to familiarize themselves with the manual.
- ❖ The ward councillor to be consulted while selecting villages for UBA.
- ❖ More external audits to be conducted.
- ❖ It was suggested that the IQAC conduct internal audits.
- ❖ IQAC to organize induction programme for first years to familiarize them with clubs and cells.
- ❖ Files and other stationery items to be provided to criteria teams.

Members present

1. Dr.Sujo Mary Varghese
2. Dr.Anupama P
3. Ms.Sangeetha Rachel Koruthu
4. Dr.Bibin Kuriakose
5. Ms.Chaithanya Elsa Achenkunju
6. Dr.Rajani Jacob
7. Ms.Sherin T Abraham
8. Dr.Vineedkumar K

Dr.Anupama P
IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542

Date: 20/12/2021
Venue: Board room
Time : 12.30 p.m

Agenda:

1. Conduct of UBA
2. Village adoption
3. Any other relevant matter with consent of Principal

The meeting began at 12.30 p.m with a silent prayer. The Principal updated the members on the Unnath Bharath Abhiyan.

- ❖ It was decided to organize all programmes prescribed under UBA
- ❖ 5 Villages to be adopted.
- ❖ Coordinatorship was assigned to Mrs.Preethi Sara Joseph.
- ❖ Mrs.Sheeba Baby, Ward Councillor, Ward 17 informed the basic needs of Ward No.17.She also requested the support from the College.

Members present

1. Dr.Sujo Mary Varghese
2. Dr.Anupama P
3. Mrs. Preethi Sara Joseph
4. Dr.Melvi Chandy
5. Mrs. Sheeba Baby
6. Dr.Bibin Kuriakose
7. Mrs.Roshin T Roy

Dr.Anupama P
IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542

Date: 04/02/2022
Venue: Board room
Time : 12.30 am

Agenda:

1. Orientation for AQAR and SSR preparation
2. Discussion of manuals
3. Any other relevant matter with consent of Principal

The meeting began at 11.00 a.m . A team comprising Dr.Shibu Alex and Akhil, visited the College and provided orientation for completing the AQAR and SSR. They discussed criteria 1,2 and 3 and elaborated upon strategies to obtain more points.

The manual was discussed in detail Clarification was provided for doubts raised by all conveners.

The meeting came to a close at 03.30 p.m

Members Present

1. Dr.Sujo Mary Varghese
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Mrs.Sherin T Abraham
5. Ms.Reemy Sara Mathai
6. Mr.Gopikrishna S Nair
7. Ms.Treesa Maria Mathew
8. Dr.Vinod V
9. Ms.Chaithanya Elsa Achenkunju

Dr.Anupama P
IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542