



**MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR**

**MINUTES OF THE IQAC MEETING HELD DURING 2019-20**

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**ACTION TAKEN REPORT**

## Meeting Held on 6 June 2019 -1.30 pm

### Agenda:

- RUSA Phase III
- AQAR data 2018-19
- Young Innovators Programme (YIP)
- Criteria convenor-Governance
- Mentoring
- Reduce, Reuse, Recycle programme

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.
- YIP 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 concernship 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



Dr. Minu Susan Koshi  
IQAC Secretary



Dr. Anupama P.  
IQAC Coordinator



Dr. Gigi George  
Principal in charge

## Meeting Held on 20 August 2019 - 02.30 pm

### Agenda

- YIP
- AQAR 2018-19 submission
- deQ software
- Grievance Redressal Cell
- Entry Level Test
- Teachers Diary
- Academic Audit

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



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IQAC Secretary



Dr. Anupama P.  
IQAC Coordinator



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Principal in charge

### Meeting Held on 24 September 2019 - 10.00 am

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.

Dr. Minu Susan Koshi  
IQAC Secretary

Dr. Anupama P.  
IQAC Coordinator

Dr. Gigi George  
Principal in charge

## Meeting Held on 03 November 2019 - 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.

Dr. Minu Susan Koshy  
IQAC Secretary

Dr. Anupama P.  
IQAC Coordinator

Dr. Gigi George  
Principal in charge

## **Meeting Held on 09 January 2021 – 02.30 pm**

### **Agenda**

- AQAR 2018-19-Review
- AQAR 2019-20
- EBSB club
- Mentoring, Tutorial, Value Education, Remedial Classes
- EMT Programme

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, Conveners 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 conveners 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



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IQAC Secretary



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IQAC Coordinator



Dr. Gigi George  
Principal in charge



## **Action Taken Report 2019-20**

The IQAC, in accordance with the Plan of Action chalked out at the beginning of the academic year 2019-20, initiated a number of activities and new programmes in the college, while simultaneously orienting the successful conduct of existing clubs, cells and activities. The academic year was a productive one for the IQAC in terms of its functioning and the implementation of decisions taken during regular meetings. The Action Taken Report outlines the initiatives of the college and the work executed in order to attain the intended goals.

### **INITIATIVE 1: Prepare to Submit AQAR 2018-19**

The Principal and the IQAC Coordinator, in consultation with the criteria conveners, prepared a plan of action for the academic year and provided instructions regarding regular submission of data to the conveners in order to prepare the AQAR.

**OUTCOME:** The IQAC Coordinator and Secretary undertook the responsibility of preparing the AQAR. The criteria conveners were instructed to collect the data and compile them as per NAAC guidelines. Successfully submitted the AQAR 2018-19 on time and started preparations for submitting the AQAR 2019-20. The data is currently available with the IQAC.

- Expert opinion was sought with regard to the formulation of plans for the successful functioning of the IQAC.
- Discussions on the criteria were held during IQAC meetings and doubts were clarified.

### **INITIATIVE 2: Reconstitute the IQAC**

**OUTCOME:** The IQAC was reconstituted with eminent personalities in various fields included. Inputs from external members are incorporated while taking decisions pertaining to the functioning of the IQAC.

### **INITIATIVE 3: 'Reduce-Reuse-Recycle Programme'**

**OUTCOME:** In order to promote eco-friendly practices and to avoid wastage of resources, the 'Reduce-Reuse-Recycle Programme' was launched and promoted. Students were given training in making books, pens, pen stands and hour glasses from unused paper. An exhibition of artefacts handmade by students from waste and household items as part of ASAP washeld. Pipe composting was installed. Project Art Café was assembled exclusively with reusable and recycled materials.

### **INITIATIVE 4: Adherence to Green Protocol**

**OUTCOME:** An Environment Management Training Programme called 'Go-Green EMT' 2019 was organized in association with KSCSTE. The College promoted the Swachch Bharat Abhiyan. Terrariums and an organic vegetable garden were set up. LED bulbs were manufactured and sold. The College conducted a tree plantation drive in association with the Dept. of Forests, Govt. of Kerala. National Rededication Day was observed and the College also conducted 'Mega Pollution Awareness Pakhwada' as part of Prime Ministers 'Swachch Bharat Yojana'.

### **INITIATIVE 5:Encourage Energy Conservation and Management**

**OUTCOME:** The College launched a B.Voc course in Renewable Energy Technology and Management. Training programmes and workshops were conducted in association with the Energy Conservation Society. Students were provided training in manufacturing LED bulbs and stars. Energy-saving LED devices were sold. The College also conducted awareness campaigns on energy conservation

**INITIATIVE 6: Enhance opportunities and support for marginalized sections**

**OUTCOME:** Financial support was provided to students from SC,ST,OBC communities. Students from financially backward families were given reduction in fees. Classes on soft skills and communication skills were held for underprivileged students under the auspices of ASAP. The noon-meal scheme for students from needy families was implemented and strengthened. Financial support was provided for students' families during hospitalization and other medical exigencies. Mentoring and counselling sessions were organized for students who require special assistance. The College made provision for scribes for differently-abled students. Ramps and other facilities were set up. Scholarships were provided for students from backward communities

**INITIATIVE 7: Introduce and promote e-learning and materials development**

**OUTCOME:** Google Classroom was introduced to a limited group of students. The College also conducted preliminary discussions regarding the purchase of LMS software. Teachers were given training in the use of online platforms.

**INITIATIVE 8: Expand charitable activities through *Snehasparsham* Programme.**

*Snehasparsham* Programme initially involved providing noon-meals to needy students. It was expanded to accommodate further charitable activities.

**OUTCOME:**This year, apart from providing noon meals to 20 students, various other charitable activities were undertaken. Teachers and students participated in flood-relief activities organized by various departments and the college as a whole. Two lakh rupees, along with a truck of rice and provisions, was handed over to the District collector, Ernakulam, on 13 August 2019 as part of flood-relief activities. Members of the staff participated in the Salary Challenge of the Govt. of Kerala after the floods and Corona. Financial support was provided to students affected by the floods to build houses. The Dept. of Physics handed over 100 LED bulbs to the District Collector, Thrissur, for distribution in the flood-affected areas of Wayanad, in an Inter-Agency Group Meeting at the Thrissur Collectorate. Students and teachers participated in the cleaning activities post-flood organized by the Municipality of Perumbavoor. Rs.2,32,000/- was provided to needy students and employees. The profit arising from the sale of LED stars manufactured by the Dept. of Physics was donated to Deivadan, an old age home at Malayattoor on 18 December 2019. Various departments conducted visits to old age homes, orphanages and centres for rehabilitation of differently-abled children. Moral and financial support was offered to people in need.

**INITIATIVE 9: Organize programmes to augment the curriculum and inculcate 21<sup>st</sup> century life-skills in students**

**OUTCOME:**Students were encouraged to pursue research-oriented projects. Training in fabric painting, embroidery, designing, manufacture of LED bulbs, tour planning, energy audit etc. was provided. The College offered certificate programmes such as robotics. Soft-skills training programmes were organized in association with ASAP and various departments. Sessions and workshops for developing communication skills were conducted. Students were encouraged to present papers in national seminars. Under the EBSB, activities to enhance knowledge of the

culture and traditions of Himachal Pradesh were conducted. Students were also sent on industrial visits and internships. The College organized workshops on communication skills, personality development and leadership skills under the auspices of the Career Development and Placement Cell. Students were encouraged to enhance their creativity through competitions and programmes. Various courses were conducted to augment students' knowhow of technology and the internet.

#### **INITIATIVE 10: Augment employability and boost placement**

**OUTCOME:** The IQAC conducted career-oriented classes by experts from various organizations. The Cell also organized a campus drive in association with Starwing HR Consultancies. Reputed companies, banks and educational institutions such as ICICI bank, HDFC bank, Accenta etc visited the college and 50 students obtained placements. Emphasis was placed on skill development through vocational education. The College signed MoUs with Weaving Bird, Guider's Travel Mart to ensure training and placement for students and negotiated with various companies to promote placement. Students were involved in various business activities such as the marketing and sale of in-campus products such as embroidered sheets, handicrafts, LED bulbs etc. Start-ups were launched to provide real-time experience in various job roles.

#### **INITIATIVE 11: Promote business and incubation centres**

**OUTCOME:** The Dept. of Vocational Studies launched a start-up based in the fashion industry, promoting the manufacture and sale of hand-stitched clothes, embroidered items, accessories etc., as a pre-incubation centre. Another start-up based in the tourism and hospitality

sector, helping in tour planning, ticketing and hospitality management as a pre-incubation centre was also launched. MoUs were signed with Weaving Bird, Guider's Travel Mart for obtaining assistance and training in launching business. The College provided training in manufacturing LED bulbs and stars and involved students in the marketing and sale of in-campus products such as embroidered sheets, handicrafts, LED bulbs etc

**INITIATIVE 12: Encourage skill-oriented courses and vocational education**

**OUTCOME:** Hands-on training was provided to students in archaeological excavation. A B.Voc course in Renewable Energy Technology and Management was launched. The College offered course in Diploma in Computer Applications under the auspices of the MHRD- IIELT. Start-ups based in the fashion industry and the tourism and hospitality sector, were launched.

**INITIATIVE 13: Collaborate with the central and state governments in various academic activities**

**OUTCOME:** Under the guidance of the IQAC, the College conducted Student Support Programme in association with the Govt. of Kerala and organized classes under ASAP for students from SC, ST and OBC communities.

**INITIATIVE 14: Ensure continued academic progress of teachers**

**OUTCOME:** Faculty members participated in Orientation Programmes and Refresher Courses conducted by the UGC-HRDC and also in FDPs and short-term programmes conducted by institutions of repute. Teachers participated in workshops on development of MOOC courses. They also served as resource persons at seminars and conferences and were selected as members of the editorial board/reviewers for international journals. They were encouraged to participate in national and international seminars and conferences and publish papers in journals of repute. The

teachers chaired pass-board meetings in autonomous colleges and participated in syllabus-design and revision at the university and in autonomous colleges. They also served as member of the Board of Studies of various subjects in the university and in autonomous colleges

**INITIATIVE 15: Enhance use of technology in administration and college activities**

**OUTCOME:**The IQAC conducted preliminary negotiations with software groups regarding the possibility of purchasing educational software and also shifted to online downloading of question papers in accordance with norms of Mahatma Gandhi University. The use of computers in documentation and office work was enhanced. The IQAC also conducted discussions with software groups regarding purchase of software for documentation for NAAC, SAAC etc

**INITIATIVE 16: Provide guidance for holistic development of students**

**OUTCOME:** A unit of EBSB(Ek Bharath Shresht Bharath) club was launched in the College under the leadership of the IQAC. Student participation in sports items at the state level was encouraged and they bagged prizes in various events. The College offered training in cricket, badminton, basketball. Under the guidance of the IQAC, The Electoral Literacy Club conducted programmes and enhanced activities of the LahariVimukti Club, YRC, Women's Cell etcStudents were involved in income-generation activities such as sale of bulbs, handicrafts etc.

**INITIATIVE 17: Facilitate career advancement of teaching faculty**

The teaching faculty was to improve their research and teaching-related activities while simultaneously obtaining promotions and awards.

**OUTCOME:** Teachers attended Orientation Programmes, Refresher Courses and FDPs conducted by the HRDCs of various universities.The IQAC circulated details of various MOOCs

and courses on online course development. Faculty members were given training in the use of Google Classroom, LMS etc. Overview of promotion guidelines was also offered. Faculty members were provided information on blended learning and flipped classroom methods.

#### **INITIATIVE 18: Enhance infrastructure facilities**

**OUTCOME:** The College began construction of an auditorium with a seating capacity of 1000 with management funds. A badminton court and cricket practice net were installed. The College also purchased sewing machines, mannequins and other equipment in a room dedicated for the purpose. Negotiations were held with various companies to purchase softwares including CADD, deQ, LMS-Moodle etc.

#### **INITIATIVE 19: Promote Indian handicrafts, cottage industries, art and indigenous traditions**

**OUTCOME:** Various departments and clubs conducted exhibitions of Indian handicrafts and cottage industries. They sold embroidered sheets, cushion covers, dresses and other items designed by students of Fashion Technology. Hand-made items with Indian designs, especially Warli and Kalamkari, designed by students, were sold. Coconut shell and coir products were also crafted by students. The IQAC, in association with various departments, conducted courses in Indian fabric and art as also Yoga training sessions and workshops.

#### **INITIATIVE 20: Promote national integration and loyalty to the country**

**OUTCOME:** The College conducted Flag-hoisting ceremony on Independence Day and Republic Day and celebrated Gandhi Jayanti and other days of national importance. Competitions



and programmes focusing on secularism, national integration and empowerment of the marginalized were held. Activities of the NCC and NSS were expanded. The College participated actively in all schemes of the Govt. of India for colleges, such as EBSB, NSS and NCC.



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