



**MAR THOMA COLLEGE FOR WOMEN
PERUMBAVOOR**

MINUTES OF THE IQAC MEETING HELD DURING 2020-21

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ACTION TAKEN REPORT

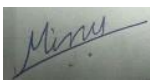
Meeting Held on 03 June 2020 at 11.30 a.m

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.



Dr.Minu Susan Koshy
IQAC Secretary



Dr.Anupama P.
IQAC Coordinator



Dr.Gigi George
Principal in charge

Meeting Held on 30 September 2020 at 11.30 a.m

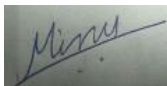
Agenda

- 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, VOICE VEEKSHAN 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.



Dr.Minu Susan Koshy
IQAC Secretary



Dr.Anupama P.
IQAC Coordinator



Dr.Gigi George
Principal in charge

Meeting Held on 30 October 2020 at 02.00pm

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 the portal.
- 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.



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IQAC Secretary



Dr.Anupama P.
IQAC Coordinator



Dr.Gigi George
Principal in charge

Meeting Held on 12 January 2021 at 11.30am


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



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IQAC Secretary



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IQAC Coordinator



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Action Taken Report 2020-21

The IQAC, in accordance with the Plan of Action chalked out at the beginning of the academic year 2020-21, 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 2019-20

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 2019-20 on time and began preparations for submitting the AQAR 2020-21. 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: Implement Plans to Tackle the Covid Situation

OUTCOME: Considering the Covid situation, faculty members utilized e-teaching methods and platforms such as G-Suite, Moodle etc. They also provided psychological support and guidance to students through online mentoring sessions and meetings. PTA meetings were held online in order to ensure connection with the stakeholders. SHAKTI was reconstituted to supervise online workshops, seminars, FDPs etc. Students engaged in various activities such as mask and sanitizer manufacturing and supply.

INITIATIVE 4: Enhance Use of E-teaching and E-Learning Methods

OUTCOME: The faculty members were given institutional mail ids. Moodle was purchased to enable e-learning and teaching. Students were offered courses online. Assessment was also done in the online mode. Faculty members attended FDPs and training sessions on the use of ICT in the online mode. Feedback was collected online and monitored by the sub-committee VEEKSHAN. DeQ by IPSR Solutions was also purchased for support in preparing for NAAC accreditation. Tutorial and value education

classes were conducted online by faculty members and external experts.

INITIATIVE 5: Encourage Innovation and Entrepreneurship

OUTCOME: The College encouraged students to contribute innovatively to tackling Covid. Students manufactured masks and sanitizers and supplied them in the College and outside. The College was approved as a Nodal Centre of both the Institution's Innovation Council (IIC) of the MHRD, and the Innovation and Entrepreneurship Development Council (IEDC), Govt. of Kerala.

INITIATIVE 6: Encourage Energy Conservation and Management

OUTCOME: The College conducted training programmes and workshops in association with the Energy Conservation Society. Awareness campaigns on energy conservation were also conducted. The B.Voc course in Renewable Energy Technology and Management was continued online.

INITIATIVE 7: 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. In order to make online learning accessible, several students were given mobile phones by the College. 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. Ramps and other facilities were set up. Scholarships were provided for students from backward communities.

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, various charitable activities were undertaken. Teachers and students participated in Covid-relief activities. Members of the staff participated in the Salary Challenge of the Govt. of Kerala. The College purchased mobile phones for 16 students from financially backward families. Moral and financial support was offered to people in need.

INITIATIVE 9: Organize programmes to augment the curriculum and inculcate 21st century life-skills in students

OUTCOME: Students were encouraged to pursue research-oriented projects. Soft-skills training programmes were organized. Sessions and workshops for developing communication skills were conducted. Students were encouraged to present papers in national seminars. Students were encouraged to enhance their creativity through competitions and programmes online. Various courses were conducted to augment students' knowhow of technology and the internet.

INITIATIVE 10: Collaborate with the central and state governments and other organizations in various academic activities

OUTCOME: Under the guidance of the IQAC, the College applied to be a Nodal Centre of IIC and IEDC of the central and state governments respectively. Permission was granted by the authorities. The College also got approval as a nodal agency of Coursera.

INITIATIVE 11: Participate in Ranking Processes

OUTCOME: The College applied for the third time for NIRF ranking and the first time for ARIIA rankings and IIC Rankings. In the ARIIA rankings, the College obtained Band Performer. The IIC of the College also obtained three star rating.

INITIATIVE 12: Ensure continued academic progress of teachers

OUTCOME: Faculty members participated in online 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 webinars and conferences and were selected as members of the editorial board/reviewers for international journals.

They were encouraged to participate innational 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 13: Enhance use of technology in administration and college activities

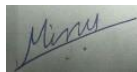
OUTCOME: The IQAC purchased educational educational software such as Moodle, DeQ etc. Assessment was conducted online. Online feedback on faculty members, IQAC and office staff were taken online. The use of computers in documentation and office work was enhanced.

INITIATIVE 14: Enhance infrastructure facilities

OUTCOME: The College completed construction of an auditorium with a seating capacity of 1000 with management funds. Softwares including deQ, LMS-Moodle etc were purchased. Extensions to buildings are being constructed. The library and computer centre will also be expanded.

INITIATIVE 15: 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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