



# IQAC MINUTES 2019-20



**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 Achehknunju
10. Ms.Reemy Sara Mathai
11. Dr.Vineedkumar K
12. Ms.Jayasree M J
13. Dr.Bibin Kumar
14. Dr.Vinod K

Available in Register Page No. 3



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.

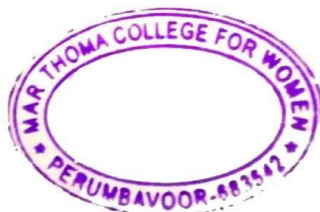
The meeting came to a close at 1.00 p.m

**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

Available in Register Page No. 5

Dr.Anupama P  
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**Date: 20/08/2019**

**Venue: Board room**

**Time : 02.30 pm**

**Agenda**

1. YIP
2. AQAR 2018-19 submission
3. deQ software
4. Grievance 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

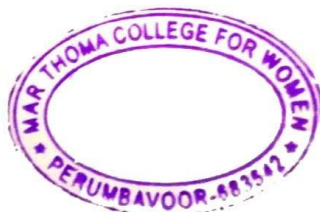
Available in Register Page No. 7



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**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

Available in Register Page No. 10



Dr. Anupama P  
IQAC Coordinator



Principal - in - charge  
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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

Available in Register Page No. 11



Dr.Anupama P  
IQAC Coordinator



Principal - in - charge  
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## 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  
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**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

Available in Register Page No. 15

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Dr.Anupama P  
IQAC Coordinator



Gigi George

Principal-in-charge  
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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, 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

**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

Available in Register Page No.23



Dr. Anupama P  
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**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

7. Mrs.Chaitanya Elsa Achenkunju
8. Dr.Bibin Kuriakose
9. Dr.Vineedkumar K

Available in Register Page No. 25



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