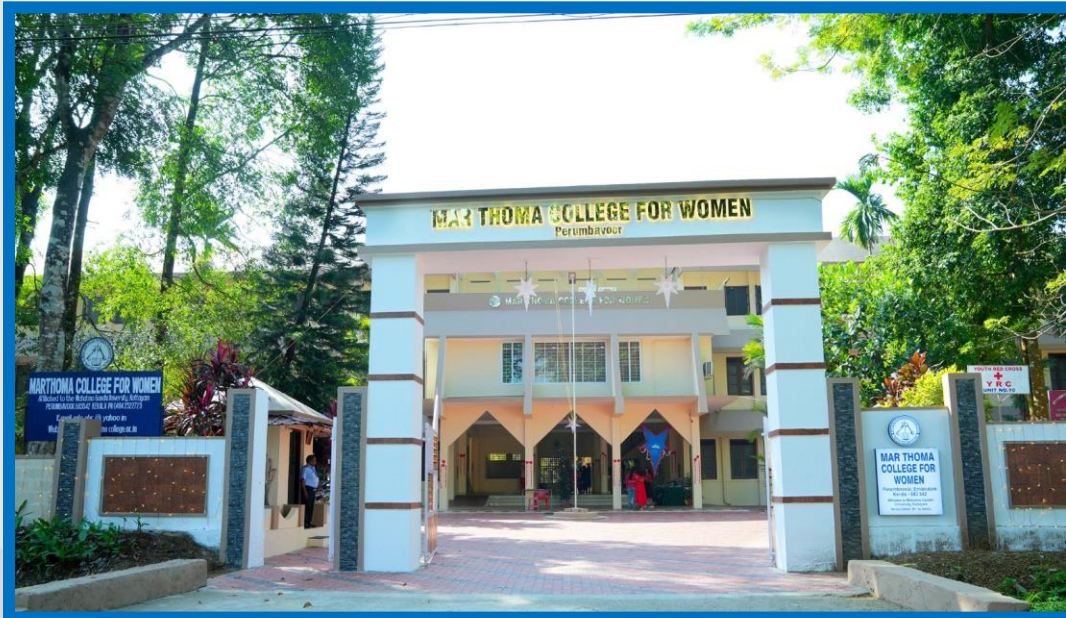




IQAC MINUTES 2021-22



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

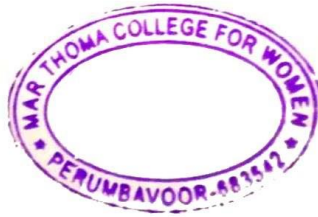
Members Present

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

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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

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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

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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

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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

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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

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Dr.Anupama P
IQAC Coordinator





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