



IQAC MINUTES 2017-18

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>Student Support</u> Dr.Melvi Chandy, Ms.Chaithanya Elsa Achankunju, Ms.Jayasree	<u>Institutional Values & Best Practices</u> Dr.Bibin Kuriakose, Dr.Biju Jacob Thomas, Mr. Jibin Shibu, Ms.Serene Anna Sam

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

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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

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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

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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 discriptionn 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

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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

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Dr.Anupama P
IQAC Coordinator



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



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

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Dr.Anupama P
IQAC Coordinator

Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 642



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

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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 past 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 disposed 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 provided 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

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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

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Dr.Anupama P
IQAC Coordinator

Principal-in-charge
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