



IQAC MINUTES

2018-19

Date: 25 June 2018

Time: 11.30 p.m

Venue: IQAC room

Agenda:

1. Application for PG courses
2. Coaching for students
3. Addition of external member to IQAC
4. Participation in MTHEC meeting
5. Application for UGC Block Grants
6. Conduct of add-on courses
7. Declaration of campus as Green Campus
8. Any other matter with consent of Principal

The Principal opened the meeting providing details of applying for new courses.

- ❖ It was decided that the IQAC take initiative to apply for a degree courses in Malayalam.
- ❖ Dept. members to apply for PG courses in the aided stream.
- ❖ English department to coordinate the English classes to be conducted by skill Map(200/month)
- ❖ To begin PSC coaching for this year under the auspices of the UG.
- ❖ Changes in entry level test.
- ❖ Advanced level tests for 2nd and 3rd years with English and Numerical Ability as components. The convener of the Teaching-learning Criterion is to take responsibility.
- ❖ Decided to felicitate students who obtained Ranks 1-5 and those placed in TCS.
- ❖ Decided to call raju George sir in July after the MTHEC meeting at Thiruvalla.
- ❖ Principal IQAC cocordinators and HoDs to participate in the MTHES meeting.
- ❖ Value education and launch of start-ups(preferable environment related) to be incorporated as best practices.
- ❖ Discussed possibility of converting the campus into a Green campus by enforcing Green Protocol.
- ❖ Dept.co-ordinators and conveners to submit details for AQAR.
- ❖ Research committee to discuss the guidance for UGC Block Grants.
- ❖ Selection of 2 external members to the IQAC suggested names: Dr.Jayamohan(Union Bank), Kudumbasree members
- ❖ Introducing add on courses. Departments to submit list and time slots.
- ❖ Issues pertaing to enforcing discipline.
- ❖ Convert existing VE courses in to a certificate course.

The meeting came to a close at 01.00 p.m

Members Present

1. Dr.LisyCherian
2. Dr.Anupama P
3. Dr.Minu Susan Koshy

4. Dr. Annie Kurien K
5. Dr. Bibin Kuriakose
6. Ms. Jayasree M j
7. Dr. Vineedkumar K
8. Dr. Melvi Chandy
9. Ms. Sherin T Abraham
10. Dr. Jibin Shibu Sam
11. Dr. Rajani Jacob
12. Ms. Chaithanya Elsa Achankunju
13. Ms. Reemy Sara Mathai
14. Ms. Preethi Sara Joseph
15. Dr. Vinod V
16. 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: 5 Oct 2018

Time: 11.30 p.m

Venue: IQAC room

Agenda:

1. Maintaining event register
2. Research promotion
3. Meeting of conveners
4. Adoption of best practices
5. Raising funds from alumni and otherwise
6. Vocational training
7. Conduct of seminar by electoral literacy club
8. Collection of union funds
9. Conduct of tutorial and remedial classes
10. Any other matter with consent of Principal

The Principal opened the meeting with instructions regarding the preparation of the AQAR.

- ❖ Event register to be maintained
- ❖ Research committee meeting to be called to discuss activities for the promotion of research oriented activities.
- ❖ Criteria convenors/IQAC convenors to meet every week
- ❖ Incorporate Snehasparsam, Green Campus constitution of Disciplinary committee as best practices.
- ❖ To ensure that at least 1 lakh is obtained as alumni contribution- the amount is to be collected from each batch as they complete their courses.
- ❖ To conduct fund raisers to build houses for financially backward students affected by the floods.
- ❖ A bridge programme for vocational training to be conducted.
- ❖ A seminar to be held on 09/11/18 by the newly constituted electoral literacy club and parliamentary literacy club.
- ❖ Discussed the possibility of collecting Union fund at the time of admission. Conveners reached regarding collection of Rs.100 every year.
- ❖ Tutorial classes to be held every Monday from 3.30-04.30. Remedial classes to be held during the lunch break. Register to be maintained for each.

The meeting conducted by 01.30 p.m

Members present

1. Dr.LisyCherian
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Vinod V
5. Dr.Rajani Jacob
6. Ms.Preethi Sara Joseph
7. Ms.Reemy Sara Mathai

8. Ms.Sangeetha Rachel Koruthu
9. Dr.BibinKuriakose

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Dr.Anupama P
IQAC Coordinator



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



Date: 18 December 2018

Time: 10.30 p.m

Venue: Board room

Agenda

1. Overview of accreditation
2. Role of IQAC
3. Preparing for next accreditation
4. Suggestions for improvement
5. Any other matter with consent of Principal

Academic Audit

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 18 Dec.2018. The meeting began with a silent prayer.

Dr.Alex Mathew briefed the attendees on the higher education scenario today and provided suggestions for faculty members on how to move ahead in terms of institutional and academic standards.

The team appreciated the college for getting 3 B.Voc courses granted by the UGC.

The following suggestions were provided:

- ❖ IQAC to provide orientation classes for newly recruited faculty.
- ❖ Faculty members need to be involved in infrastructure development.
- ❖ Teachers to pursue research and academic activities with vigour.
- ❖ The Institution to be re oriented to achieve autonomy within 15-20 years.
- ❖ Entry level test to be included as a best practice of the Institution
- ❖ Videos of classes and students academic activities to be recorded.
- ❖ Conduct workshops on academic publication and presentations for students.
- ❖ E-mail ids to be created for all students and teachers to open webpages to record academic activities.
- ❖ 100 % e-literacy among students
- ❖ Optimum use of e-resources for teaching , learning and administration.
- ❖ Communicative English classes to be offered for all students.
- ❖ The language lab to be expanded with facilities to accommodate a minimum of 30 students at a time. A proposal to be sent to the Governing Council in this regard.
- ❖ Physical Education Dept. to work on obtaining better infrastructure and providing intensive training for students.
- ❖ Dept. of History to conduct Heritage studies.

- ❖ Dept. of Commerce to engage in more industry-related activities and establish tie-ups with reputed organizations.
- ❖ Office to be automated and paperless administration to be promoted.
- ❖ Faculty members must get involved in e-content development.

The meeting came to a close at 03.30 p.m after deliberations on the feedback provided by the MTHEC team.

Members Present

1. Dr.LisyCherian
2. Dr.M.O Koshy
3. Dr.Alex Mathew
4. Dr.Anupama P
5. Dr.Minu Susan Koshy
6. Ms.Sangeetha Rachel Koruth
7. Ms.Reemy Sara Mathai
8. Ms.Usha Anna John
9. Dr.MelviChandy
10. Dr.Gigi George
11. Dr.Rajani Jacob
12. Dr.BibinKuriakose
13. Dr.Vineedkumar k
14. Ms.Chaithanya Elsa Achenkunju
15. Ms.Preethi Sara Joseph

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Dr.Anupama P
IQAC Coordinator



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



Date: 18 Dec 2018
Time: 4.00 p.m
Venue: Board room

Agenda

1. Evaluation of academic audit
2. Follow up activities after audit
3. Any other matter with consent of Principal

Evaluation Meeting

1. Dr.LisyCherian
2. Dr.M.O.Koshy
3. Dr.Alex Mathew
4. Dr.Anupama P
5. Dr.Minu Susan Koshy
6. Ms.M.J.Jayasree
7. Dr.Gigi George
8. Dr.AnnieKurien K
9. Ms.Reemy Sara Mathai
10. Ms.Serene Anna Sam
11. Mrs.Avani T
12. Mrs.RoshinT Roy
13. Mrs.Chaithanya Elsa Achenkunju
14. Mrs.Preethi Sara Joseph
15. Mrs. Sangeetha Rachel Koruth
16. Dr.MelviChandy
17. Dr.Rajani Jacob
18. Dr.Vineedkumar K
19. Dr.Biju Jacob Thomas
20. Dr.Paulose Thomas
21. Dr.JibinShibu Sam
22. Dr.BibinKuriakose

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Dr.Anupama P
IQAC Coordinator

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



Date: 04/01/19
Time: 11.30 a.m
Venue: IQAC room

Agenda

1. Collection of documents for AQAR
2. Student support programmes
3. Establishment of science club
4. Preparation of audit report
5. Any other matter with consent of Principal

The meeting began at 11.30 a.m on 04/1/19.

The following issues were discussed and decided upon:

1. Documents for AQAR to be collected.
2. Certificates to be submitted to Mrs. M.J Jayasree
3. An event register to be kept.
4. Postal savings programme to be organized in association with India Post. Training to be given for class representatives.
5. Anti ragging declaration form to be obtained from a sample of 10 students.
6. Register students in Better India, the UGC online portal for logging complaints.
7. A Science club to be set up by the Depts. Of Physics, Chemistry, Zoology and Mathematics.
8. A report to be prepared integrating the suggestions given by the Academic Audit team.
9. Encourage 100% e-literacy among students.
10. Conducts interdepartmental presentations.
11. Snehasparsham and Green Campus initiative to be adopted as Best Practices.
12. Cluster Groups and entry level tests to be added.

Members Present

1. Dr.LisyCherian
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Gigi George
5. Mrs.M.J.Jayasree
6. Mrs.DeephiRajan
7. Mrs.Preethi Sara Joseph
8. Mrs. reemy Sara Mathai
9. Dr.BibinKuriakose
10. Dr.Rajani Jacob
11. Dr.JibinShibu Sam
12. Mrs. Sherin T Abraham

13. Dr.Vineedkumar k
14. Mrs.Sangeetha Rachel Koruthu
15. Mrs.Chaithanya Elsa achennkunju

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Dr.Anupama P
IQAC Coordinator



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



Date: 22 March 2019

Time: 01.30 p.m

Venue: Board room

Agenda

1. Submission of data for AQAR
2. Feedback collection
3. Faculty enrichment programmes

The meeting began with a silent prayer.

The following matters were discussed

- ❖ Details for AQAR 2019-20 to be submitted by June 2019(available data)
- ❖ Faculty members to submit certificates of workshops/ conferences attended to Mrs.Jayasree M J on a regular basis.
- ❖ Balance to be maintained between curricular and co-curricular activities.
- ❖ All activities to be documented systematically with recordings, photographs and reports.
- ❖ Dr.Vineedkumar raised concerns regarding the deletion of his name in the college Diary, as system Administrator. The Principal clarified that the post of SA was created on a temporary basis for ease of works during the NAAC visit and that it is not a post that exists currently.
- ❖ Student feedback to be collected systematically
- ❖ Faculty members to register for Ph.Din the next academic year.
- ❖ The meeting came to a close at 4.00 p.m

Members Present

1. Dr.LisyCherian
2. Dr.Anupama p
3. Dr.Minu Susan Koshy
4. Mrs.Sunu N.V.
5. Mrs.Chaithanya Elsa Achenkunju
6. Mrs.Preethi Sara joseph
7. Dr.Vinod V
8. Mrs.Jayasree M J
9. Dr.Vineedkumar K
10. Dr.AnnieKurien K
11. Dr.Rajani Jacob
12. Dr.BibinKuriakose
13. Dr.MelviChandy
14. Mrs.Sherin T Abraham
15. Mrs.Usha Anna John

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Dr.Anupama P
IQAC Coordinator

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



Date: 28 March 2019

Time : 2.30 p.m

Venue: IQAC room

Agenda:

1. Farewell to retiring Principal
2. Any other matter with consent of Principal

The meeting to express the gratitude of the IQAC to the Principal, Dr.LisyCherian, who was retiring from service on 30 March 2019, began with a prayer.

The IQAC coordinator Dr.Anupama P thanked Dr.LisyCherian for her immense contribution to the development of the college. The Valuable services rendered by the Principal to the Institution and IQAC were highlighted.

The IQAC secretary proposed the vote of thanks after the Principal addressed the IQAC and wished the Cell the very best for the NAAC accreditation in 2022.

The meeting concluded at 03.15 p.m

Members Present

1. Dr.LisyCherian
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Mrs.Usha Anna John
5. Dr.Sujo Mary Varghese
6. Dr.Paulose Thomas
7. Dr.Rajani Jacob

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Dr.Anupama P
IQAC Coordinator



Principal - in - charge
Mar Thoma College For Women
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