

Meeting held on 02 June 2023 at 11.30 a.m

Members Present

1. Dr.Sujo Mary Varghese
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Sangeetha Rachel Koruth
5. Ms.Chaithanya Elsa Achenkunju
6. Ms.Serene Anna Sam
7. Ms.Sherin T Abraham
8. Dr.Bibin Kuriakose
9. Dr.Vinod V
10. Dr.Vineedkumar K
11. Dr.Rajani Jacob

The Principal began the meeting appreciating the IQAC Team for submitting the IIQA on 30 may 2023.

The following decisions were taken:

- ❖ SSR to be submitted before 10 July 2023.
- ❖ Ms.Serene Anna Sam to be convenor of Criterion 5 instead of Dr.Rajani Jacob during the period of the latter's absence.
- ❖ SSR data to be corrected and completed.
- ❖ 2 indicators in each criterion to be completed by June 8th , third and fourth by June 16th and remaining indicators by June 22nd.
- ❖ Ist draft of SSR to be shown to external auditors by 25 June 2023.
- ❖ Common template containing border, logo etc. required.
- ❖ Photos of infrastructure facilities required.
- ❖ Criteria convenors updated status of their respective criterion.
- ❖ Matter for boards to be put up on campus required.
- ❖ Dr.Vineedkumar to monitor name boards, lists etc. A team to be constituted. Board size, matter etc. to be specified.
- ❖ Vision and mission to be edited.
- ❖ Boards required for
 - Anti-ragging cell
 - Core-Values
 - Library
 - Auditorium
 - Classrooms
 - Other facilities.
- ❖ Colour coded waste, baskets required
- ❖ Energy-saving devices, solar power plants etc. to be renovated.
- ❖ Facilities for making the campus disabled friendly to be renovated.
 - Tactile path
 - Disabled friendly bathroom
 - Boards for each area

- Library scanner & softwares
- ❖ Welfare measure to be adopted/ renovated
 - Sick room
- ❖ Photos of the following required:
 - Water conservation mechanisms
 - Sensor taps
 - Vermi composting
 - Biogas plants
 - LED bulbs
 - BLDC fans
 - Computer, Projectors etc.
- ❖ New Complaint Box/suggestion Box required.
- ❖ Smartboards to be installed and old ones repaired if necessary.
- ❖ Research committee to be more active.
- ❖ Community-oriented extension activities to be conducted.
- ❖ Faculty members to apply for research research grants.
- ❖ Part of the amount required for attending seminars etc. by faculty to be funded by College.
- ❖ Minutes of all committees to be verified.
- ❖ Teachers to attend FDPs, RCs etc. regularly and PBA forms to be filled every month
- ❖ IQAC to give outline regarding programmes for each department.
- ❖ Staff Orientation on key issues like gender environment etc. to be given
- ❖ Common format required for course plan
- ❖ SSR to be submitted without delay after IQAC approval.

The meeting came to a close by 01.30 p.m

Dr. Anupama P
IQAC Coordinator



DR. SUJO MARY VARGHESE
Principal-in-charge
Mar Thoma College For Women
Perumbavoor - 683 542

Meeting held on 06 June 2023 at 11.30 a.m

Members Present

1. Dr.Sujo Mary Varghese
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Rajani Jacob
5. Ms.Sherin T Abraham

An emergency meeting of the convenors was held to discuss the submission of AQAR 2021-22.

AQARs for 2017-18, 2018-19, 2019-20 and 2020-21 were submitted on time and data for 2021-22 was to be included in the SSR since it is the fifth year. However, in the clarification asked by NAAC for IIQA, we were asked to provide the link to AQAR 2021-22.

The IQAC coordinator informed the team of the situation. The AQAR 2021-22 has to be ready before 12 June 2023, since it is the last date for clarifying data sought by NAAC in IIQA.

As per instructions from the Principal it was decided to submit the AQAR 2021-22 in two days.

- ❖ Profile and extended Profile to be prepared by IQAC Coordinator and Secretary.
- ❖ Convenors to modify data included in SSR and prepare the data for their criterion. All data to be sent to IQAC mail.

AQAR link to be uploaded in IIQA on or before 12 June 2023.

The meeting came to a close by 01.00 p.m



Dr. Anupama P
IQAC Coordinator



DR. SUJO MARY VARGHESE
Principal-in-charge
Mar Thoma College For Women
Perumbavoor - 683 542

Meeting held on 14 June 2023 at 03.15 p.m

Members Present

1. Dr.Sujo Mary Varghese
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Ms.Sherin T Abraham
5. Ms.Anuradha K
6. Dr.Avani T
7. Ms.Athira M
8. Ms.Jintumol Raj P
9. Ms.Krishnendu Sivaraman
10. Ms.Ani Ealias
11. Ms.Seira Susan Prasad
12. Dr.Jismy Varghese
13. Ms.Misriya Majeed
14. Ms.Manju Varghese
15. Ms.Shalitha Jacob
16. Ms.Anandhi R
17. Ms.Saritha N
18. Ms.T J Vishnupriya
19. Dr.Anu Joy
20. Ms.Aiswarya K R
21. Dr.Sangeetha Rachel Koruthu

The Principal informed the team about the successful submission of IIQA. She congratulated all members for the same.

- ❖ SSR preparation to be completed immediately.
- ❖ Action plan to be prepared by all departments.
- ❖ All data for SSR to be collected and compiled.
- ❖ Supporting documents to be filed.
- ❖ Auditors to be contacted for support in SSR preparation.

The meeting came to a close at 05.00 p.m

Dr. Anupama P
IQAC Coordinator



DR. SUJO MARY VARGHESE
Principal-in-charge
Mar Thoma College For Women
Perumbavoor - 683 542

Meeting held on 03 August 2023 at 03.30 p.m

Members Present

1. Dr.Sujo Mary Varghese
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Rajani Jacob
5. Ms.Sherin T Abraham

The meeting began with a silent prayer.

- ❖ The Principal commented on the promising admission statistics.
- ❖ Special attention to be paid to present dropping out.
- ❖ NAAC construction work going on.
- ❖ The delayed salary might to ready in 2 days.
- ❖ SSR upload to be completed and sent to auditors.
- ❖ Clarity to be sought reg. pass percentage for Criterion 6
- ❖ Academic calendar and Action plan to be prepared.
- ❖ Long-term planning and follow-up required.
- ❖ College level programmes required for each criterion.
- ❖ Funds required for IQAC.
- ❖ NEP, OBC, ABC orientation required.
- ❖ Teachers to attend at least 1 FOP/year
- ❖ Financial aid to be given for professional purpose to teachers.
- ❖ There were suggestion reg. the constitution of a group for preparing data for next cycle.
- ❖ Post-SSR data to be prepared.
- ❖ Suggestion to relax hostel rules.
- ❖ Last date of admission 09 August 2023.
- ❖ Dr.Aleyamma Saji Varghese memorial lecture to be conducted.
- ❖ Onam Celebration to be planned.

The meeting came to a close at 05.00 p.m



Dr. Anupama P
IQAC Coordinator



DR. SUJO MARY VARGHESE
Principal-in-charge
Mar Thoma College For Women
Perumbavoor - 683 542

Meeting held on 14 August 2023 at 11.30 a.m

Members Present

1. Dr.Sujo Mary Varghese
2. Dr.Anupama P
3. Dr.Sangeetha Rachel Koruth
4. Dr.Vinod V
5. Mr.Jibin Shibu Sam
6. Ms.Chaithanya Elsa Achenkunju
7. Ms.Sherin T Abraham
8. Dr.Rajani Jacob

The meeting began at 11.30 a.m with a silent prayer.

The DVV clarification message was received during the meeting.

- ❖ It was decided to send the clarifications by 29 August 2023.
- ❖ The questions were discussed in detail.
- ❖ Cultural events to be organized for visit.
- ❖ General organisation and committees to prepare for visit discussed.

The meeting came to a close at 12.30 p.m

Dr. Anupama P
IQAC Coordinator



DR. SUJO MARY VARGHESE
Principal-in-charge
Mar Thoma College For Women
Perumbavoor - 683 542

Meeting held on 06 September 2023 at 03.30 p.m


Members Present

1. Dr.Sujo Mary Varghese
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Rajani Jacob
5. Ms.Sherin T Abraham


The meeting began with a silent prayer. The Principal appreciated the team for the submission of DVV clarification on 28 August 2023.

- ❖ Preparation for NAAC visit and post SSR to be energized.
- ❖ Committees to be constituted.
- ❖ Mentoring and remedial classes to be documented.
- ❖ Each student to be allotted 1 book for recording their data, mentoring details etc. Format prepared by Ms.Misriya Majeed.
- ❖ Completed Teacher's Dairy to be submitted to Convenor of Teaching –Learning and Evaluation on next week.
- ❖ QP to prepared in OBE format for upcoming internal exams.
- ❖ Department Action plan to be prepared by 20 September 2023.
- ❖ Department Council registers to be verified.
- ❖ IQAC to comolidate Department Action Plan.
- ❖ Course level feedback to be taken.
- ❖ All supporting documents for SSR to be verified.
- ❖ IQAC coordinator suggested the constitution of committees.
 - Documentation Committee
 - Infrastructure committee
 - Beautification committee
 - Entertainment Committee
 - Orientation committee
- ❖ Value Education for the year to begin from next Wednesday.
- ❖ VE to be modified to formulate a course of mental health with support from Jeevani councillor.
- ❖ IQAC Action plan required.
- ❖ Certificate courses to be planned well.
- ❖ Department to provide list of department specific certificate courses within 1 week.
- ❖ IQAC coordinator was requested to give list of activities to be undertaken. The list will be given after consulting each convener who will prepare the list for their criteria.
- ❖ All Courses to be conducted regularly and completed in 4 years so that the 5th year can be dedicated to SSR preparation.
- ❖ Parallel IQAC may be constituted to undertake work for the next cycle.

The meeting came to a close at 05.00 p.m


Dr. Anupama P
IQAC Coordinator




DR. SUJO MARY VARGHESE
Principal-in-charge
Mar Thoma College For Women
Perumbavoor - 683 542

Meeting held on 06 October 2023 at 03.00 p.m

Members Present

1. Dr.Sujo Mary Varghese
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Sangeetha Rachel Koruth
5. Ms.Bindhu Mathew
6. Ms.Chaithanya Elsa Achenkunju
7. Dr.Rajani Jacob
8. Ms.Reemy Sara Mathai
9. Dr.Vineedkumar K
10. Dr.Bibin Kuriakose

The meeting began with a silent prayer.

Matters arising from minutes

- ❖ Presentation committee to be added to list of committees

The minutes were passed unanimously

The Principal informed the team of the finalization of the dates of the NAAC Peer Team visit. 02 November 2023- 03 November 2023.

- ❖ Work for NAAC visit already begun.
- ❖ Internal audit conducted in 4 departments- Zoology, Physics, English and B.Voc.
- ❖ External audit scheduled for 09/10/2023 and 10/10/2023.
- ❖ Schedule of external audit to be confirmed.
- ❖ Guidelines for presentations to be discussed during external audit.
- ❖ PTA meeting to be held the next week-date to be finalized.
- ❖ Sick room set up.
- ❖ Plan for common Area for students put on hold due to lack of time.
- ❖ Toilets to be repaired immediately sheets over washrooms to be changed.
- ❖ Intermittent cleaning required for washrooms.
- ❖ Doors of washrooms to be repaired.
- ❖ Members were allotted to various committees for the Peer Team Visit.

Committee

Members

- | | |
|------------------------------------|--|
| 1. Logistics and Sightseeing | Dr.Vineedkumar Dr.Rajani Jacob Dr.Jismy Varghese Dr.Bibin Kuriakose |
| 2. Reception(including invitation) | Ms.Reemy Sara Mathai Ms.Sunu N.V Ms.Athira |

| | |
|--|-------------------------------|
| | Ms.Seira Susan |
| | Dr.Sangeetha Rachel Koruth |
| 3. IQAC Room Arrangement/Documentation | Ms.Reemy Sara Mathai |
| | Dr.Minu Susan Koshy |
| | Ms. Vishnupriya |
| | Ms.Anuradha |
| | Ms.Keerthy Sasidharan |
| | Ms.Rinu Elizabeth Philip |
| 4. Food | Ms.Preethi Sara Joseph |
| | Dr.Sangeetha Rachel Koruth |
| | Ms.Serene Anna Sam |
| | Ms.manju |
| | Mr.Tony |
| | Ms.Anuradha |
| | Mr.Sam |
| | Mr.Eldho |
| | Ms.Ani |
| | Ms.Krishnapriya |
| 5. Board Room | Dr.Bibin Kuriakose |
| Arrangement | Mr.Jibin Shibu Sam |
| Presentation | Dr.Paulose Thomas |
| Schedule | Ms.Chaithanya Elsa Achenkunju |
| Refreshment | Ms.Aiswarya |
| | Ms.Amy |
| | Ms.Karishma Karan |
| | Mr.Gopikrishnan |
| 6. Seminar Hall | Dr.Bibin Kuriakose |
| Arrangement | Dr.Minu Susan Koshy |
| Mike | Dr.Melvi Manu |
| Translation | Ms.Serene |
| Exit Meeting | Ms.Arya |
| Schedule | Mr.Jijo |
| Flex | Dr.Vinod |
| Compering | |
| 7. Gifts | Dr.Vinod |
| | Dr.Anu |
| | Dr.Athira |
| 8. Stationery Purchase | Dr.Shalitha |
| Tissue, towels | Mr.Gismon Thomas |
| Handwash, Medicines | Dr.Melvi Manu |
| | Ms.Roshin |
| | Ms.Saritha |
| | Mr.Keerthy |
| | Mr.Sam |
| 9. Photography,Videography, | Dr.Paulose Thomas |
| Sound, Light,Décor | Mr.Dileep |

| | |
|---------------------------|------------------------|
| | Dr.Jiju |
| | Ms.Roshin |
| | Mr.Prashanth |
| 10. PPT Committee | Ms.Serene |
| | Ms.Roshin |
| | Ms.Seira |
| | Mr.Gopikrishnan |
| 11. Entertainment | Dr.Avani |
| | Ms.Anandi |
| | Ms.Sunu N.V |
| | Ms.Arya |
| | Dr.Bibin Kuriakose |
| 12. Hotel/Hospitality | Dr.Vineedkumar K |
| Computer | Ms.Preethi Sara Joseph |
| Printer | Ms.Sunu N.V |
| | Mr.Prasanth |
| 13. Orientation Committee | |

- ❖ Other committees to be decided as and when required.
- ❖ It was suggested to invite retired teachers for the cultural events and dinner on the second day
- ❖ Local residents to be invited.
- ❖ All teachers to be part of committees
- ❖ Common ID for teachers for the year. Ms.Supriya given charge.
- ❖ Dress Code: Women : Kerala Saree/ Churidar (D1)
Blue Saree/Churidar (D2)
Men: Kerala Style dress (D1)
Blue shirt (D2)
- ❖ Orientation required for department presentations :- auditor to help with guidelines on Monday
- ❖ Department presentations to be organized criteria wise
- ❖ Committee to prepare estimates.
- ❖ Common table cloth for members of each department using DDF.
- ❖ Department vision and mission to be displayed
- ❖ Route maps and block names required
- ❖ Name boards required
- ❖ Jiju Sir to take charge of maps, block boards and name boards.
- ❖ Rooms to be used: Guest Room
 IQAC Room- File verification
 Board Room – presentations
 Arrangement to be made for presentations in Principal’s Room also
- ❖ Exhibitions and displays required – by clubs and departments.
- ❖ Department to provide refreshments during visit.
- ❖ Labelling on cuttery
- ❖ Orientation committee to provide guidelines with help from Mr.Nikhil.
- ❖ Butterfly garden to be fenced.

- ❖ Ed carpet required.
- ❖ Fast internet required.
- ❖ TV required in Board room.
- ❖ Sanitisation provisions to be assured in hostel.
- ❖ Vermicompost facility to be functional.
- ❖ 60 LED bulbs required.
- ❖ Meeting with external members , Mr.Sam Alex Baby and Dr.K.Soman to be held this week.
- ❖ Departments to suggest alumni to speak during meeting.
- ❖ Alumni orientation – Dr. Jijo, Dr.Vinod
- ❖ Principal to invite Governing Council members.
- ❖ Consider inviting Ms.Asha Sharath
- ❖ Treasurer suggesting asking guests to sit in classroom near Manager’s room (as reported by Principal). Objection raised due to the lack of attractive ambience. Guest house suggested as attractive. Principal suggested classroom owing to proximity to main rooms, availability of washroom etc.
- ❖ B.Voc classes in hostel to be shifted (219 option)
- ❖ Grace cottage to be converted into incubation room.
- ❖ Consider rooms near hostel as food area.
- ❖ New set of rooms- Management area.
- ❖ Only core members to attend Manager’s lunch.
- ❖ Room to be arranged for staff lunch, Team lunch etc.
- ❖ Consider setting up pantry near guestroom.
- ❖ Vegetarian food also to be arranged.
- ❖ All areas to be well- maintained.
- ❖ Tasks to be listed beneath name of committees readied for visit.
- ❖ Teacher-in-charge of Documentation suggested use of box files. It was decided to use box files in IQAC room and the paper files made by NSS volunteer for other documents. Plastic to be avoided.
- ❖ FDP on NEP AI to be conducted from 12/0/23 – 19/10/23 from 07.00 p.m – 09.00 p.m. Registration fee of Rs. 500 will be refunded by College and documented as financial aid 10% profit for College.
- ❖ Department presentations to be updated.
- ❖ Post SSR to be finalized.
- ❖ All printers to be checked and made functional.
- ❖ Consider reducing rates in IIELT to encourage teachers to send documents, there by increasing profit

The meeting came to a close at 05.30 p.m

Dr. Anupama P
IQAC Coordinator



DR. SUJO MARY VARGHESE
Principal-in-charge
Mar Thoma College For Women
Perumbavoor - 683 542

Meeting held on 10 October 2023 at 03.00 p.m

Members Present

1. Dr.Sujo Mary Varghese
2. Mr.Sam Baby (External member)
3. Dr.K.Soman(External member)
4. Dr.Anupama P
5. Dr.Minu Susan Koshy
6. Dr.Vineedkumar K
7. Dr.Rajani Jacob
8. Ms.Preethi Sara Joseph
9. Mr.Jibin Shibu Sam
10. Dr.Sangeetha Rachel Koruth
11. Ms.Maria Mini Eldhose
12. Ms.Sherin T Abraham

The meeting began at 03.30 p.m. The IQAC coordinator provided updates on the progress of work for the NAAC visit.


The following decisions were taken.:

- ❖ 2 mock visits to be held
- ❖ Dr.George K Alex, Dr.Ajith Varghese to be team members for Ist mock visit, along with father from Mar Ignasious
- ❖ Dr.Simon Thattil and Dr.Latha Marina Varghese to be members for 2nd visit.
- ❖ Invitation letters to be prepared.
- ❖ Teams to interact with students, members of the faculty, alumni and PTA.
- ❖ Principal's presentation and IQAC Coordinators presentation to be held in Principal's Room
- ❖ Students to meet team in chapel.
- ❖ Principal instructed IQAC coordinator to prepare the following documents:
 - Invitation letters
 - Request to conduct cultural programmes during NAAC visit and train students.
 - Request letter and requisition form for purchase of box files.
 - Request letter for financial consolidation for the purpose of NAAC as per criterion 4- "Audited income and expenditure statement"
- ❖ Student IQAC meeting to be conducted.
- ❖ Committees list to be prepared and circulated.

The meeting came to a close at 05.00 p.m



Dr. Anupama P
IQAC Coordinator



DR. SUJO MARY VARGHESE
Principal-in-charge
Mar Thoma College For Women
Perumbavoor - 683 542

Meeting held on 11 October 2023 at 03.00 p.m


Members Present

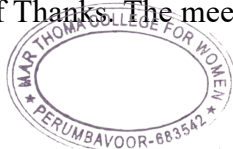
1. Dr.Sujo Mary Varghese
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6. Ms.Shalitha Jacob
7. Dr.Jismy Varghese
8. Dr.Rinu Elizabeth Philip
9. Ms.Seira Susan Prasad
10. Ms.Keerthi Sasidharan
11. Ms.Manju Varghese
12. Ms.Smrithi P.S
13. Ms.Athira M
14. Ms.Jissy Thomas
15. Ms.Sunu N.V
16. Ms.Jintumol Raj P
17. Ms.Liya Francis
18. Ms.Anu Joy
19. Ms.Aiswarya K R
20. Dr.Rajani Jacob
21. Ms.Nimitha K Vijay
22. Ms.Anumol
23. Ms.Athira P
24. Ms.Roshin T Roy
25. Ms.Serene Anna Sam
26. Dr.Jijo Jayaraj
27. Ms.Saritha N
28. Ms.Supriya Susan Kurien
29. Ms.T.J.Vishnupriya
30. Ms.Anandhi R
31. Ms.Amy Maria Paul
32. Mr.Gopikrishna S Nair
33. Mr.Jibin Shibu Sam
34. Dr.Paulose Thomas


The meeting began with a silent prayer. The IQAC coordinator introduced the resource person, Mr.Nikhil N from Rajagiri College Kalamassery.

The resource person elaborated upon the documentation process for NAAC. The list of items to be purchased and/or installed was given. The nuances of documentation were discussed. (The suggestions given have been compiled in the form of a report)

The IQAC secretary proposed the vote of Thanks. The meeting came to a close at 04.15 p.m


Dr. Anupama P, IQAC co-ordinator




Dr. SUJO MARY VARGHESE
Principal-in-charge
Mar Thoma College For Women
Perumbavoor - 683 542

Meeting held on 18 October 2023 at 03.00 p.m

Members Present

1. Dr.Sujo Mary Varghese
2. Dr.George K Alex
3. Dr.Ajith Varghese
4. Dr.Anupama P
5. Dr.Minu Susan Koshy
6. Dr.Vinod V
7. Dr.Bibin Kuriakose
8. Mr.Gopikrishna S Nair
9. Mr.Jibin Shibu Sam
10. Dr.JijoJayaraj
11. Mr.Jiju John Y
12. Dr.Paulose Thomas
13. Ms.T.J.Vishnupriya
14. Ms.Amy Maria Paul
15. Ms.Saritha N
16. Ms.Arya M L
17. Ms.Keerthi Kishore A
18. Ms.Silvey Paul
19. Ms.Preethi Sara Joseph
20. Ms.Roshin T Roy
21. Ms.Ani Ealias
22. Ms.Krishnapriya Vinod
23. Dr.Melvi Chandi
24. Dr.Rajani Jacob
25. Mr.Renju R Oommen
26. Mr.Dileep T S
27. Mr.Sam babu
28. Mr.Eldho Uthup
29. Dr.Tony Pinhero
30. Ms.Manju Varghese
31. Ms.Seira Susan Prasad
32. Ms.Sincy Kuriakose
33. Ms.Naisy Bobby
34. Ms.Princy George
35. Ms.Abiya Thampy K
36. Dr.Jismy Varghese
37. Dr.Shalitha Jacob
38. Ms.Soumya Anand
39. Ms.Supriya Susan Kurien
40. Ms.Nimitha K Vijay
41. Ms.Anumol
42. Ms.Athira P

43. Ms.Karishma Karan
44. Dr.Rinu Elizabeth Philip
45. Ms.Sony T James
46. Ms.Krishnendu Sivaran
47. Ms.Sreekutty R
48. Dr.Anu Joy
49. Ms.Aiswarya K R
50. Ms.Liya Francis
51. Ms.Sunu N V
52. Ms.Athira M
53. Ms.Jissy Thomas
54. Ms.Smrithy P S
55. Ms.Anuradha K
56. Dr.Avani T
57. Ms.Serene Anna Sam
58. Ms.Jintumol Raj P
59. Ms.Bindu Mathew
60. Ms.Reemy Sara Mathai
61. Ms.Chaithanya Elsa Achenkunju
62. Dr.Sangeetha Rachel Koruth

The meeting began with a silent prayer. The IQAC coordinator introduced the guest.

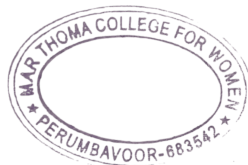
Dr.George Alex provided an overview of the protocol during the Peer Team visit.

- ❖ Guidelines on preparation for the visit were given
- ❖ A few questions regarding the College were asked.
- ❖ Faculty members to be well prepared before visit.
- ❖ All documents to be printed and filed.
- ❖ Office staff to be well prepared – all files to be kept in order.

Doubts were clarified and tips on documentation and presentation were given.

The meeting came to a close at 04.15 p.m

Dr. Anupama P
IQAC Coordinator



DR. SUJO MARY VARGHESE
Principal-in-charge
Mar Thoma College For Women
Perumbavoor - 683 542

Meeting held on 27 October 2023 at 10.30 p.m

Members Present

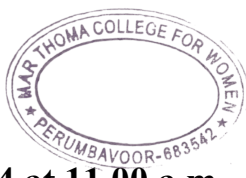
1. Dr.Sujo Mary Varghese
2. Dr.Anupama P
3. Dr.Minu Susan Koshy
4. Dr.Rajani Jacob
5. Ms.Sherin T Abraham
6. Ms.Sangeetha Rachel Koruth

The meeting began with the Principal appraising the team of the mock visit conducted on 26/10/2023. Various suggestions provided by the visitors were discussed.

- ❖ Hyperlinks of feedback to be included in Principal's presentation.
- ❖ Students and teachers to assemble ahead of time for interaction during NAAC visit.
- ❖ Data for 6 modules of teaching learning to be filed.
- ❖ Cattery required for visit.
- ❖ Staff to be oriented for visit
- ❖ Stationery items to be purchased
- ❖ Teachers raised concern regarding lack of glasses and jugs in various venues.
- ❖ Concern regarding whether would be acceptable to the peer team were raised.
- ❖ No.of NCC cadets to be decided since ceremonial dress has to be purchased.
- ❖ Time for make up for students involved in cultural activities should not collide with NCC parade time.
- ❖ Dr.Thattil had mentioned that our grade might go A if the improvements are not made immediately. As per SSR evaluation, we might get A+. Grade may go up or down over the NAAC visit.
- ❖ Ranks, student- centric activities etc. to be highlighted during visit.
- ❖ Commerce (Finance & Taxation) and B.Com (Computer Applications) to make joint presentation.
- ❖ All documents to be made available.
- ❖ Best practices of departments must align with Best Practices of College.
- ❖ IQAC coordinator to incorporate points from presentations of departments which would not be able to make the presentation during visit.
- ❖ All departments to prepare OPRs.
- ❖ May make request to team to make department presentations in and Board room
- ❖ Projector required in Board Room.
- ❖ Teachers to be equipped to operate projectors. Wires not made available in some classes.
- ❖ A trial visit may be conducted on Monday.
- ❖ Documents required for Mar Thoma Research Foundation, IPR Cell and Parliamentary literacy club.
- ❖ Laser printers required for team.
- ❖ Criteria conveners to hand over all files to documentation committee.
- ❖ Dr.Sony Kuriakose and Mr.Nikhil N.K to visit the College on 28/10/2023 and 29/10/2023.

The meeting came to a close at 12.00 a.m

Dr. Anupama P, IQAC Coordinator



DR. SUJO MARY VARGHESE
Principal-in-charge
Mar Thoma College For Women
Perumbavoor - 683 542

Meeting held on 08 February 2024 at 11.00 a.m

Members Present

1. Ms.Sherin T Abraham
2. Dr.Vineedkumar K
3. Ms.Chaithanya Elsa Achenkunju
4. Dr.Anupama P
5. Dr.Rajani Jacob
6. Dr.Sangeetha Rachel Koruth
7. Dr.Vinod V
8. Dr.Bibin Kuriakose
9. Ms.Roshin T Roy

A meeting of the Internal Quality Assurance Cell of the College was held on 08 February 2024 at 11 am in the IQAC room. Ms.Sherin T Abraham, Principal presided over the meeting. Dr.Vineed Kumar K, IQAC coordinator welcomed everyone to the gathering. The following matters were discussed and decision taken during the meeting:

1. AQAR for 2022-23 has to be submitted before 29 February 2024. Dr.Anupama P, previous IQAC coordinator was given charge of uploading the AQAR for 2022-23. All criteria conveners were asked to submit data regarding the same before 18 February 2024.
2. Green audit, Energy audit and Environmental Audit has to be conducted in the College every year by accredited agencies.
3. Two best practices were to be implemented in the college from 2023-24 onwards:
 - a. Initiatives promoting Health and Wellness
 - b. Mar Thomas care
 - c. Skill enhancement initiatives could be incorporated as part of activities that promote institutional distinctiveness.
4. Criteria wise audit has to be conducted before 25 February 2024, and activities to be completed in the academic year 2023-24 need to be identified and initiated.
5. Monthly meetings of all criteria conveners need to be organised. IQAC Quality Initiatives are to be decided criteria wise
6. It was informed that Dr.Sujo Mary Varghese was nominated as the Nodal Officer to Four year Undergraduate Programme.
7. Dr.Minu Susan Koshy has been given charge of AISHE documentation.

The meeting came to a conclusion by 1 p.m

Dr. Vineedkumar K
IQAC Coordinator



Smt. SHERIN T. ABRAHAM
Principel-in-charge
Mar Thoma College For Women
Perumbavoor - 683 542

Meeting held on 08 February 2024 at 11.00 a.m

Members Present

1. Ms.Sherin T Abraham
2. Dr.Vineedkumar K
3. Ms.Chaithanya Elsa Achenkunju
4. Dr.Rajani Jacob
5. Dr.Sangeetha Rachel Koruth
6. Dr.Vinod V
7. Dr.Bibin Kuriakose
8. Ms.Roshin T Roy
9. Ms.Reemy Sara Mathai
10. Dr.Sujo Mary Varghese

A meeting of the IQAC was held on 06 April 2024 at 10am via Google meet. Ms.Sherin T Abraham, Principal, presided over the meeting. Minutes of previous IQAC meeting was presented by Ms.Roshin T Roy, IQAC Secretary.

Matters arising from the Minutes:

1. Green/Environment/Energy Audits for 2023-24 are to be conducted.

Following matters were discussed as per the agenda and decisions were taken:

2. Last date for submission of AQAR 2022-23 was extended to 30 April 2024. Criteria conveners shall submit the data by 15 April 2024
3. AQAR 2023-24 shall be prepared before 30 June 2024.
4. Dr.Sujo Mary Varghese was entrusted the responsibility of preparing the College Brochures to be used during the Admission procedures. Dr.Vinod V shall supervise the preparation of the promo video of College, taking assistance from one faculty from the science departments.
5. Two teachers shall be allotted daily to the admission help desk of the College.
6. Updates regarding implementation of FYUGP was discussed, and it was decided that a meeting of the HoDs shall be arranged on 08 April 2024 to discuss further details regarding the same. Timetable shall be prepared according to the existing workload distribution and courses chosen by the departments.
7. An awareness meeting shall be arranged for Higher Secondary students in collaboration with MG University.
8. The Principal suggested that all the departments shall enquire into the possibility of establishing collaborations with foreign universities.
9. All departments shall prepare individual brochures highlighting the features of the new courses chosen. Details in the website need to be updated according to the new nomenclatures. All possible means of advertising shall be used to publicise the courses offered at the college.
10. Each Criteria shall prepare a list of programmes to be organised in the upcoming academic year and submit it to the IQAC coordinator before 30 April 2024. Activities that are mandatory for the achievement of A++ shall be included in the list. IQAC

shall prepare a consolidated report by 10 May 2024 and circulate it to the departments. Academic Calendar for 2024-25 shall be prepared by 25 May 2024 including the list of programmes to be organised by departments, clubs and associations. Activities should be in line with the best practices chosen. Involvement of school students shall be ensured in the activities.

11. Strategic plan of the College for next ten years is to be submitted by the Principal to Mar Thoma Higher Education Commission by 12 April 2024. All faculty were requested to send their inputs to the principal as soon as possible.
12. Institutional Development Plan needs to be prepared by the IQAC taking into consideration suggestions from all stakeholders.

The meeting came to close with Vote of Thanks proposed by Dr.Vineed Kumar k, IQAC Coordinator.



Dr. Vineedkumar K
IQAC Coordinator



Smt. SHERIN T. ABRAHAM
Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542