

Staff Meeting -

Date: 13/6/2017 Time: 3:45 PM

Dr. R. Jayaprakash. (C) =
VIPIN. P

Dr. Elizabeth Thomas
Ningy. V. Neelankavil

Rajesh P K

Divya. T. K

Dhanya C

SREEKANTH. M

Elizabeth George

Salma Meera John

Jarini C. Issac

Susmitha. M. H

Genoy George

Muthine. KK

Dr. Gopalakrishnan. M S

Fasalm Rahman. K

Thomas K Varghese

Dr. Beena Mary Abba

Rusey James

SANDY. K T

Dr. Sino. P. Varughese

Biniya George

Susan Charles

Dr. Rajas Thomas

Dr. Raini Thomas

Dr.
Elizabeth

Dr.

Dr.

Dhanya

Dr.

Elizabeth

Dr.

Dr.

Dr.

Dr.

Dr.

Dr.

Dr.

Dr.

Dr.

Dr.

Dr.

Dr.

Dr.

Dr.

Dr.

The staff meeting started with a silent prayer. The Co-ordinator presented agenda of the meeting welcomed the members to the meeting. The following decisions were taken after discussions.

- 1) Principal Dr. Raini Thomas reported that the University of Calicut has approved the

The P.G. Dept of Commerce as a Research Centre in Commerce. Principal congratulated the Dept for becoming as the first research Centre. The inauguration of the Centre will be held on 15th June 2017 by Dr Joseph Marthoma Metropolitan.

② Principal Dr. Raina Thomas reported that two Solar Power Plants (Solar Smart 5kw & Grid Connect - 10 kw) are being installed in the Campus. The Solar Smart (Battery supported) is installed in the Science Block will be inaugurated on 15th June.

The other plant supported by PTA is under installation. It will be commissioned after getting permission from the Inspectorate.

③ The meeting discussed and finalized the year plan for the academic year 2017-18.

④ The incharge of various clubs and Co-curricular activities were also finalized.

⑤ The meeting discussed about the conducting of the Mathias Dolly Memorial Lecture of the year 2017. The meeting entrusted a committee to arrange the meeting, which is scheduled on 21st August.

⑥ It is reported that two faculty members, Dr. M.S. Craydeshnan & Dr. Raju Thomas were recognized as research guides in the Research Centre.


The meeting concluded at 4.30 PM.

GCAC Co-ordinator



Dr. Raju Thomas

Read & passed


DR. RAINA THOMAS
PRINCIPAL
MARTHOMA COLLEGE
CHUNGATHURU, PIN-679

JQAE Meeting

Date - 14/8/17.

Venue - Audio Visual Hall

Time 3pm.

Thomas K Varghese
Dr. Pappu Thomas

Susan Charles

Dhanya C

SREEKANTH. M

Elizabeth George

Rev. Mathai Joseph

V.M John

Dr. Rami Thomas

MathewDhanyaDrElizabethMathai -V.MJohn


The JQAE Meeting started with a word of prayer by Smt. Elizabeths George. Principal Dr. Rami Thomas in the introductory remarks explained about the need for timely accreditation of the College. On the basis of the discussions the following decisions were taken.

1. Recommended to start new certificate courses for the students. Departments are instructed to submit the proposals for starting new courses.
2. The meeting discussed about the conduct of Mathews Pelly Memorial Lecture of the year 2017. It is decided that the meeting will be held on 21st August 2017. The JQAE meeting entrusted the Committee to arrange the meeting.
3. It is reported that the Research Admission Committee has permitted to admit B Scholars in the Research Centre (Commerce).
4. Decided to subscribe more subject-related Journals in the College Library. The Departments are requested to submit the detailed list at the earliest.
5. JQAE Coordinator reported that the NAAE

reaccreditation process is thoroughly changed and it made the process more specific and quantitative. It is decided to arrange a training workshop regarding the revised accreditation framework. It is also decided to forward a copy of the same to all Criteria Conveyors at the earliest.

The meeting came to an end at 4.45 PM. IQAC Co-ordinator proposed vote of thanks.

IQAC Co-ordinator


(Dr. Rajesh Kumar)

Read & passed



DR. RAINA THOMAS
PRINCIPAL
MARTHOMA COLLEGE
CHUNGATHARA P.O., PIN - 679334

2017-18 (3)¹¹

IQAC & HOD Meetg Date - 19/8/2017.

Venue - Audio Visual Hall - Time - 3 PM.

Thomas A Varghese

VM John

Durga. T. K

SREEKANTH. M

Rachel George

Dhanya C

Elizabeth George

Susan Charles

Dr. Raju Thomas

Dr. Rami Thomu

VM

Durga

Sreekanth

VM

Dhanya

Elizabeth

Susan

Dr. Raju

Dr. Rami

The meeting started with a word of prayer by Sr. VM John. IQAC Co-ordinator welcomed everyone to the meeting. Principal Dr. Rami Thomas in her introductory remarks explained the need for this meeting. The following decisions were taken after discussions.

1. IQAC Co-ordinator reported that the first Orientation on "Revised Accredited framework" will be held on 24th Oct 2017. P. Varghese Vaidyan (Sullian Bathery St Mary's College Rtd Principal) will be the resource person.
2. It is reported that the College "Foundation Day" is to be observed on 3rd November 2017. College Manager Rt. Rev. Dr. Thomas Mar Theotose Episcopa, Manager will be the chief guest.
3. Decided to arrange class wise BTA meetings after the result of internal examinations were published.
4. Decided to improve the Infrastructural facilities of the college. The meeting

forwarded the same to the Manager
for further action

- (5) It was decided to improve the Computer facilities in the College by providing additional desktops, laptops etc. to the various Departments.
- (6) The meeting reviewed the progress of house construction under the auspices of NSS.
- (7) The IQAC Co-ordinator explained about the contents of AQAR and decided to compile the data at the earliest.

The meeting concluded at 4.30 Pm.

IQAC Co-ordinator

(Dr. Rajeev Thomas)

Read & passed

DR. RAINATHOMAS
PRINCIPAL
MAR THOMA COLLEGE
CHUNGATHARA P.O., P.N.-679334

2017-18-4

43

IQAAE Meeting Date - 24/10/2017

Venue - Audio Visual Hall. Time - 3 pm

Thomas K Varghese (GM)

V.M John

Dirya. T. K

SREEKANTH. M

Rachel George

Dhanya C

Elizabeth George

Susan Charles

Rajeev Thomas

Rev. Mathai Joseph

Dr. Rajan Varghese

Dr. Ramesh Thomas

Vas

Di

Ray

John

Dhanya

Elizabeth

Matthews

A meeting of the IQAAE was held on 25/10/17 at 3 pm in the Audio Visual Hall. The meeting started with a word of prayer by Sr. VM John. The Principal Dr. Ramesh Thomas highlighted the importance of quality upgradation in the new guidelines of NAAC.

The meeting reviewed the success of the one day national seminar on "Revised Accreditation Framework" held on 24/5 oct 2017. The committee members has made their remarks about the meeting. It is decided to prepare a detailed schedule regarding the activities for the Accreditation process.

The meeting came to an end at 4.20 pm.

IQAAE Co-ordinator

Read & passed

(Dr. Rajan Varghese)

24/10/17

IQAC Meeting

24/10/2017. Time - 3pm.

Dr. Raina Thomas
 Dr. Rajesh Thomas
 Thomas K. Varghese
 Dr. Irene Mary Abraham
 Dhanya C
 SREERANTH. M
 Divya. T. K
 Rachel George
 Elizabeth George
 Susan Charles

~~Dr. Rajesh Thomas~~
~~Dr. Irene Mary Abraham~~
~~Dhanya C~~
~~Divya. T. K~~
~~Rachel George~~
~~Elizabeth George~~
~~Susan Charles~~

The meeting started with a silent prayer and the IQAC Co-ordinator welcomed the gathering. The following matters were discussed and decided in the meeting.

- ① The meeting discussed about the new Criteria framework and directed the Criteria Committee Convenors to prepare qualitative reports before 31 December 2017.
- ② IQAC Co-ordinator reported that an Academic audit will be conducted under the leadership of UB Peer Team members. As part of this it is decided to arrange department visit by the Teams and requested the Depts to get ready for the same.
- ③ It is decided to initiate steps for collecting quantitative data required for the SSR Preparation.
- ④ The Committee appreciated the extension activities, especially village adoption by the NSS units.

The meeting came to an end by 4-30 pm.

Dr. Rajesh Thomas

Minutes read

DR. RAINA THOMAS
PRINCIPAL

MAR THOMA COLLEGE
CHANGANATHARA P.O., PIN - 676

(Dr. Rajesh Thomas)

R. Thomas

2017-18 (5) 15

DOAE Meeting Date - 15/11/2017

Venue - Principal's chamber Time - 3 pm.

Thomas K. Varghese

Divya. T. K

SREEKANTH. M

Dhanya C

Elizabeth George

Rev. Mathai Joseph

Susan Charles

Dr. Rami Thomas

Thomas

Divya

Dhanya

Elizabeth

Susan

Dr. Rami

DOAE meeting of Mar Thoma College, Chungalur was held on 15/11/2017 at 3 pm in the Principal's chamber. After the prayer, DOAE Co-ordinator formally welcomed the gathering. Principal made the Presidential address.

The following matters were discussed and decided in the meeting:


- ① Principal reported that the Academic Audit under the United Board (AIACHE) will be held 22nd and 23rd January 2018. The meeting decided to inform all the departments and Criteria Committee Convenors to be ready for the visit.
- ② It is decided to forward the NCC Unit application in our college to the Head Quarters at Calicut.
- ③ Principal reported that the Annath Bharett Abhayan (VBA) - A govt of India initiative is started in our college for village level extension activities.
- ④ The meeting evaluated the progress of the house construction project, an initiative

of the NSS units of Marthoma College,
Chungathara.


- ⑤ The meeting discussed in detail about the NSS Camp scheduled to be conducted during Christmas Vacation. The JQAE offered its support in conducting the Camp.
- ⑥ It is decided to strengthen the governance Reddressed System in the College.
- ⑦ All the Departments are directed to submit the reports of Co-Councilors and extra Councilor activities to the JQAE at the earliest.

JQAE Co-ordinator extended the
Vote of thanks and the meeting came to
an end by 4 PM.

JQAE Co-ordinator


(Dr. Rajesh Kumar)

Minutes read & passed


15/11/17
DR. RAINA THOMAS
PRINCIPAL
MAR THOMA COLLEGE
CHUNGATHARA P.O., PIN - 686331

2017-18 (6)

GOA Meeting

Date - 13/12/2017

Venue - Andra Visual Hall -

Jim John
Thomas K Varghese

Darya. T. K

Dhanya C

SREEKANTH. M

ELIZABETH GEORGE

Susan Chacko

Rev. Mathai Joseph

Dr. Reyn Vargha

Dr. Rame Thomas

Jim

Darya

Elizabeth

Matthew

Reyn

Rame

Thomas

The meeting started by a word of prayer by Rev. Mathai Joseph. After the welcome speech, Principal Dr. Rame Thomas in her presidential address explained the need for focussed planning towards NAAC reaccreditation. The Committee discussed about the proposed United Board visit and pointed out the immediate steps to be undertaken in this regard.

The meeting reviewed the progress of the various Criteria Committees and the Convenors explained the current status.

NSS Co-ordinators reported that the planning regarding the NSS camp is progressing.

The Committee reviewed the extension activities under the leadership of NSS.


Decided to collect the details of various scholarships under the initiative of Government and College Management, given to the students.

The Committee discussed about the remedial coaching system and decided to strengthen the same.

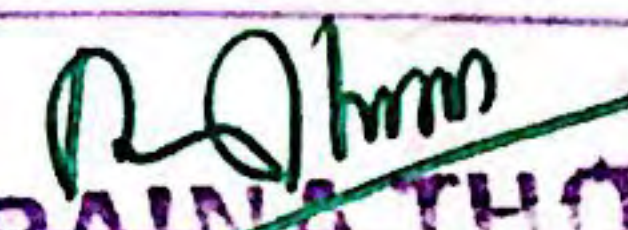
Principal in the concluding remarks, stated the need for completing the quantitative and qualitative data collection at the earliest.

JQAE Coordinator proposed the vote of thanks and the meeting came to an end by 4.45 PM

JQAE Coordinator


(Dr. Rajeev Kumar)

Minutes read & passed


DR. RAINA THOMAS
PRINCIPAL
MARTHOA COLLEGE
CHUNGATHAR P.O, PIN - 679334

2017-18 (7)
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IGAE Meeting - Date - 25/1/2018

Venue - Audio Visual Hall Time - 3.30 pm

Thomas K. Varghese

V.M. John

Divya T. K

SREEKANTH M

Rachel George

Elizabeth George

Dr. Pappu Thomas

Rev. Mathai Joseph

Dhanya C

Susan Charles

Dr. Rami Thomas

John

Divya

Sreekanth

Rachel

Elizabeth

Pappu

Mathai

Dhanya

Susan

Rami

The meeting started with a silent prayer. IGAE Coordinator welcomed the gathering. Principal stated that the Academic Audit has helped the College Community to redize the strengths and weaknesses.

The meeting reviewed the success of the Academic audit done by the UB Team on 22nd and 23rd January 2018. The meeting discussed about the various suggestions put forth by the Team.

Rev Mathai Joseph (Local Manager) has stated that the suggestions regarding the infrastructural development will be undertaken at the earliest.

Principal assured that the suggestions regarding the Academic activities will be implemented at the earliest.

The Committee discussed about the progress of SSR preparation. IGAE Coordinator pointed out the need for compiling the

departmental data at the earliest.

It is decided to give the required number of files and other items for the documentation activities.

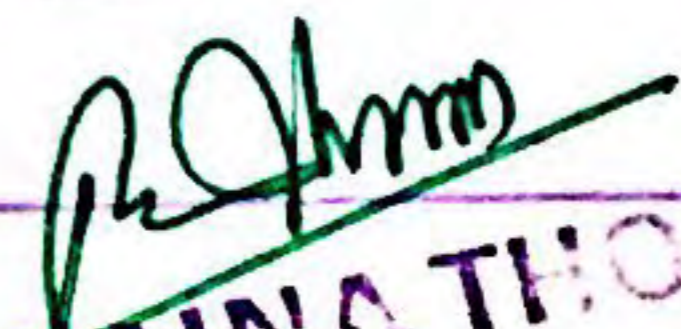
It is decided to create awareness among students about the quality aspects of NAAC.

The meeting came to an end at 4.30 PM.

QAAC Coordinator

Dr. Rajesh Kumar

Minutes read & passed


DR. RAINA THOMAS
PRINCIPAL
MARTIN LUTHER COLLEGE
CHUNGALZARA, PIN - 679334

DATE & HOD Meeting.

Date - 21/3/2018.

Time - 2.30 pm

Rajesh P.K	
Dr. George T.M	
Dhanya C	<u>Dhanya</u>
Rachel George	<u>Rachel</u>
Elizabeth George	<u>Elizabeth</u>
Penin C. Issac	
Dr. Gopalakrishnan. M.B.	
Thomas K Varghese	
Bijin Math John.	
Susan Cheluvu	<u>Susan</u>
Rev. Mathai Joseph	
Dr. Rajan Varghese	<u>Dr. Rajan</u>
Dr. Poyyad Theres	
KISHAN KUMAR. S.R	<u>Kishan</u>
Dr. Kamal Thomas	<u>Kamal</u>

The final meeting of the QBAC and Criteria Committee Conveners for the year 2017-18 was held on 21/3/2018 at the Audio Visual Hall, Time 2.30 pm.

The meeting started with a word of prayer by Sr DM John. Principal in the presidential address expressed her gratitude to all the Faculty members for their invaluable suggestions and support to the QBAC activities. The meeting discussed and decided the following matters:

- ①. Constitute a Core Committee with the Criteria Committee Conveners for the fast and speedy completion of the SSR preparation.
- ②. The meeting reviewed the progress of the implementation of the suggestions made

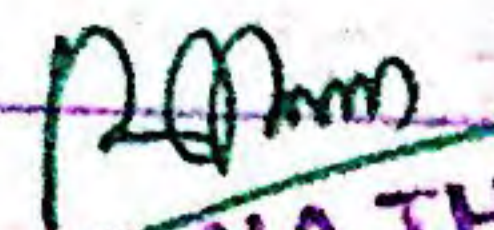
- by the Academic Audit Team.
- ③ The JQAC Co-ordinator presented the evaluatory report of the overall activities carried out by JQAC during the academic year 2017-18.
 - ④ The Committee suggested to make the renovations of the Campus building during the vacation.
 - ⑤ It is decided to submit a proposal for construct a new floor in the Science Block.
 - ⑥ It is also decided to give a request to the Management for construct a Toilet Block in the Academic Building.
 - ⑦ Urgent steps are to be initiated for the updations and updations of the College website.
 - ⑧ It is decided to update the library by install KOTTA Software for the better use of library resources.

The meeting came to an end at 5 PM

JQAC Co-ordinator

(Dr. Rajeev Thomas)

Minutes read & passed


 DR. RAJEEV THOMAS
 PRINCIPAL
 MAR THOMA COLLEGE
 CHUNGATHARA P.O., PIN - 679334