

2018-19 ①
53

Staff Meeting

Date - 12/6/2018

Time - 2.30pm

Dr. R. Jayaprakash	
Nirya V. Neelankavil	
Durga T. K	
SREEKANTH.M	
Dhanya C	
Salma Meen John	
Elizabeth George	
Timin C. Isaac	
Rajesh P.K	
Dr. Elizabeth Thomas	
Susmitha M.H	
Teena Susan Abraham	
Dr. Muhammed Sherif K.P	
Rajesh E	
Genoy George	
Muthine. KK	
Dr. Ajesh S.P.	
Dr. Gopalakrishnan. M.B	
Fasalin Rahman. K	
Dr. George T.M.	
Thomas K Varughese	
Dr. Renee Mary Abraham	
SANJAY. K P	
Dr. Jino. P. Varughese	
Dr. Ramesh Thomas	

The first meeting of the staff members to discuss about the DEAE activities and Academic Planing was held on 12/6/2018 at 2.30 pm in the Audio Visual Hall DEAE Co-ordinators welcomed the gathering. Principal Dr. Ramesh Thomas pointed out the importance of SSR submission within the timeframe.

The meeting discussed and decided about the following matters:

- ① IQAE was reconstituted by adding Dr R. Jayaprakash to the retirement of Prof Susan Chacko.
 - ② The academic plan for the years 2018-19 was discussed and finalized.
 - ③ Principal reported that Miss Niygi Neelankavil has participated in the UBA Nodal Officers' trip held at New Delhi.
 - ④ It is reported that 20 students have registered their name with Swatch Bharath Pyne as interns.
 - ⑤ Decided to conduct Criteria Committee convenor meeting twice in every week.
 - ⑥ To entrust the Core Committee to support the IQAE Co-ordinator in the preparation of SSR -
Core Committee members - Dr Raina Thomas (Prinpal),
Rev Mathai Joseph (Bursar), Dr Peter Thomas (IQAE),
Dr George IM, Dr R. Jayaprakash, Dr M B Gopala
Krishnan, Sri Jayesh PK, Sri Keshav Kumar SR,
Sri Terin C Isaac & Dr Revms Mary Abraham.
 - ⑦ Take steps to invite Companies for campus recruitment and placement to students -
 - ⑧ To arrange trip programme to the Non Feeble Staff regarding SSR Preparation
 - ⑨ UBA Co-ordinators reported that 5 villages were adopted in Chugathara after consulting the District authorities.
 - ⑩ Decided to make a thorough facelift to the library by changing the furniture & interiors.
- The meeting came to an end by

4.30 PM.

IQAE Co-ordinator

Read & passed



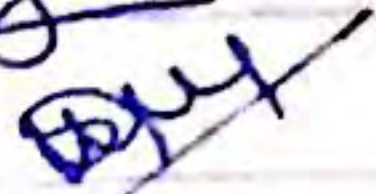
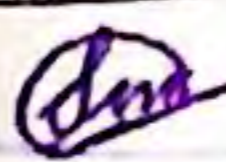

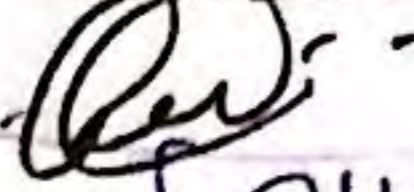
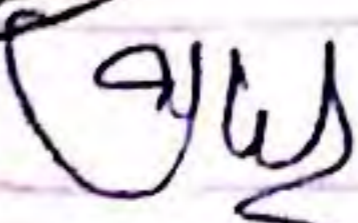
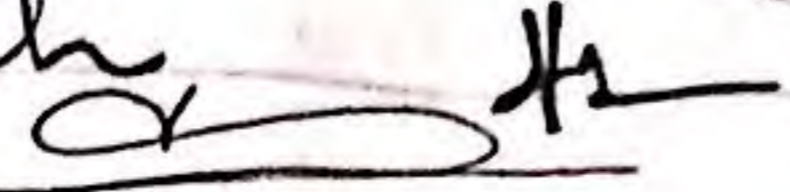

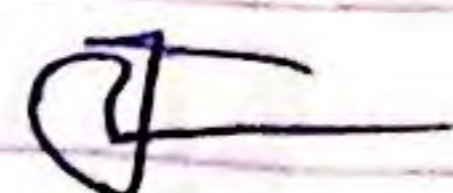
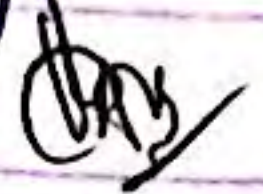
(Dr. Peter Thomas)

2018-19-②
55

QAAC & Core Committee Meeting

Date - 12/9/2018. Time - 3 PM.

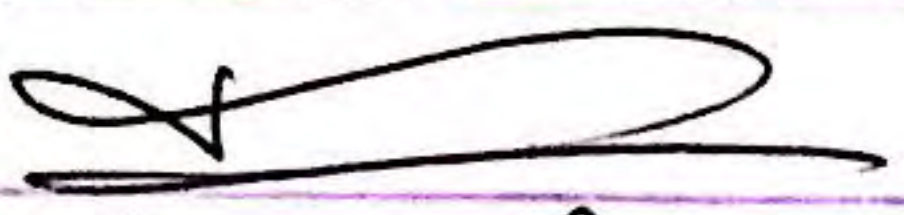
Venue - Audio Visual Hall

Rajesh K	
Divya T. K	
Dhanya C	<u>Dhanya</u>
SREEKANTH M	
Elizabeth George	<u>Elizabeth</u>
Perin C. Isaac	
Dr. Gopalakrishnan. M.B.	
Dr. George T. M.	
Thomas K Varghese	
Dr. Prema Mary John	
Dr. Rupa Thomas	
Dr. R. Jayaprakash	
Bijumatha John	

The Core Committee meeting regarding the QAAC activities is held on 12/9/2018 at 3 PM discussed and decided the following matters.

- ① To complete the Qualitative reports of all Criteria Committees within a time span of 30 days.
- ② All Criteria Committee Conveners explained about the progress in connection with their respective criteria.
- ③ The meeting discussed and identified the best practices to be incorporated in the SSR. - Student Inclusion in Pallets & Housing Project.
- ④ It is reported that computers are purchased for the use of students in Computer Lab, Language Lab etc.
- ⑤ Decided to expand the facilities of the Net working Resources Centre in the College.

- (6) It is decided to conduct III Mathias Polly Memorial Lecture.
- (7) The Meeting discussed the need for a Toilet Block and Bike parking facility for the students. Rev Mathias Joseph, (Bussas) has stated that the steps in this regard will be initiated soon. It is also decided to seek the support of PTA for the construction of Toilet Block.
- (8) Also decided to conduct a meeting to felicitate the M-Com Rank Holders (2017) in the College at the earliest.
- (9) Meeting discussed the proposals of various Departments for starting Certificate Courses in the Subject - Commerce, Economics, Maths, Botany...
- (10) Also decided to collect mobile number, address Card Number, emailid, of all the students for the purpose of Satisfaction Survey.
- (11) It is reported that upgrade the software of the laptop Lab at the earliest.
- (12) Propd reported that a practical discussion with Dr Suby Baby (Q&A Co-ordinator) on 23/9/2018 in the College.
- Dr Anze I M proposed vote of Thanks.
- The meeting came to an end by 4.45 PM.
- Q&A Co-ordinator


Dr Raju Thero

Read & passed



IQAE & Core Committee Meetg. Date - 22/11/2018
Venue - Audio Visual Hall - Time 3 pm

- Rajesh PV
- Dr. R. Jayapalan
- Elizabeth George
- Divya. T. K
- Dhanya C
- Sreekanth M
- Penis C. Issac
- Dr. Gopala Krishnan, Mrs.
- Dr. George T. M
- Shamir K Varghese
- Dr. Helen Mary Abrahm
- Biju Mark John
- Dr. Reginald Thomas
- Rev. Mathai Joseph

The meeting started with a silent prayer at 3 pm in the Audio Visual Hall.

IQAE Co-ordinator welcomed the gathering and the following matters were discussed and decided in the meeting.

- 1) The meeting reviewed the progress in the SSR preparation and the Convenor presented draft reports - Qualitative and Quantitative - prepared by them -
- 2) Reviewed the syllabus and the progress in the certificate courses -
- 3) Evaluated the progress of Unnathi Bhareti Abhyas Pyame and Swathi Bhareti Pyame implemented in our college. It is reported that 20 students completed the internship and got certificates.
- 4) The meeting discussed the proposal to

arrange an Academic Audit by an external agency at the earliest for evaluating the Re accreditation process.

- ⑤ The meeting reviewed the progress of website updation by the Departments.
- ⑥ The Green Auditing of the Campus should be completed at the earliest.
- ⑦ It is reported that the Construction of the Bike Parking facility of the Students in the Campus will begin soon.
- ⑧ Principal reported that The Foundation Day of the College and Easow Mar Thommans Memorial Lecture was conducted on 29/10/2018 in the College.
- ⑨ The members opined that the discussion with Dr Suby Babu is very helpful in clarifying the doubts in the SSR preparations.

Dr Gege IM proposed vote of thanks and the meeting came to an end by 4.30 P.M.

Dr Gege IM
Co-ordinator

Read and passed



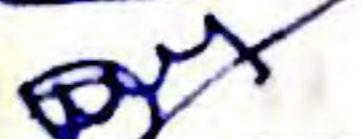
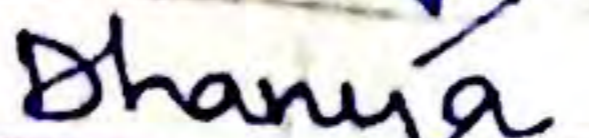
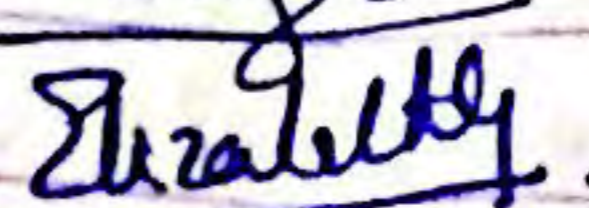
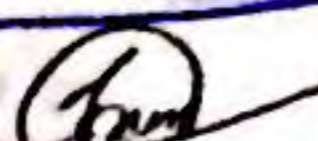
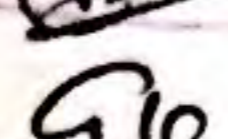
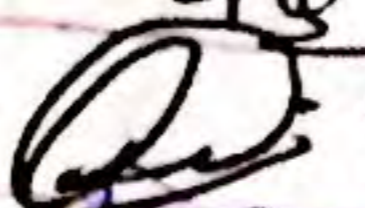
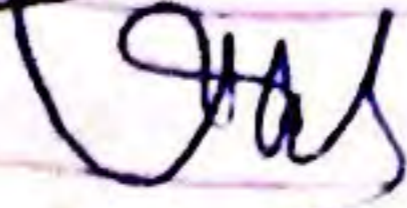
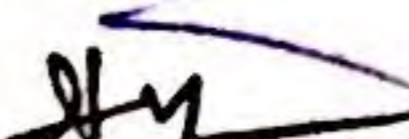

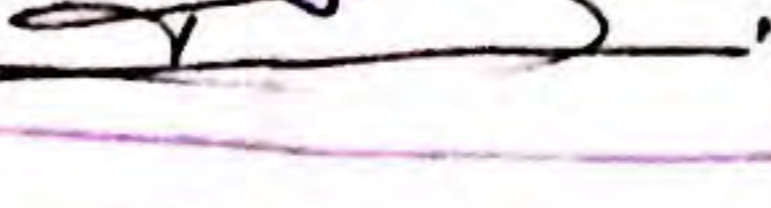

Dr Gege IM
(Dr Gege IM)

Dr Raina Thomas

DR. RAINA THOMAS
PRINCIPAL
MAR THOMAS COLLEGE
CHUNGATHARA, I.D. 14

IQAC & Core Committee Meeting

Venue - Audio Visual Hall. Time 3 pm

Rajesh k	
Divy. T. k	
SREEKANTH. M	
Dhanya C	
Elizabeth George	
Ponh. C. Isaac	
Dr. Gopalakrishnan. M. B.	
Dr. George T. M.	
Thomas K Varghese	
Dr. Reena Mary Abha	
Dr. R. Jayaprakash.	
Dr. Rajesh Thomas	
Rev Mathai Joseph	

The meeting began with a prayer by Rev Mathai Joseph at 3 pm in the Audio Visual Hall. IQAC Co-ordinator presented the overall progress of the activities regarding the SSR Preparation.

The following decisions were taken in the meeting.

- ① To arrange a Mock Visit by the members of Maharashtra Higher Education Commission as per the earlier decision to verify the documentation work. A Committee headed by Rev Mathai Joseph & Rajesh Thomas and IQAC Co-ordinator will do the same in the following schedule. The Date of the visit - 15/12/2018.

9:30 Am - Economics, 10 Am - Mathematics Dept,
10:30 Am BBA, 11 Am - Computer Science, 11:30 - NSS.
12 pm - Commerce, 12:30 pm - Physics, 1 pm - Chemistry

2 PM - Botany, 2.30 PM Library and

3 PM - Physical Education.

- ② The meeting reviewed the progress of the extension works under NISS and women's cell and ensured them the need for proper documentation.
- ③ It is decided to visit St. Joseph's College, Modlamattom to familiarize with the SSR preparation and ensure the participation of the Center's Committee Convenor in the visit.
- ④ Directed the faculty members to submit Certificates of their Academic Qualifications, publications, additional Courses attended, extension activities, personal achievements etc.
- ⑤ To create classwise WhatsApp groups for enabling communication process among the students regarding Student Survey.
- ⑥ The JQAE Co-ordinator presented the ICAR for the year 2017-18. The meeting after discussion decided to submit the document at the earliest.


After the vote of thanks by Dhanyas.C, the meeting came to an end by 4.30 PM.

JQAE Co-ordinator

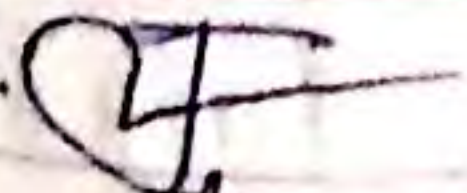
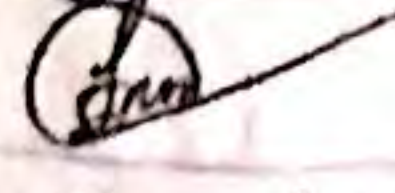

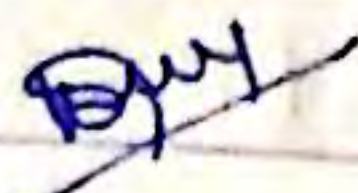



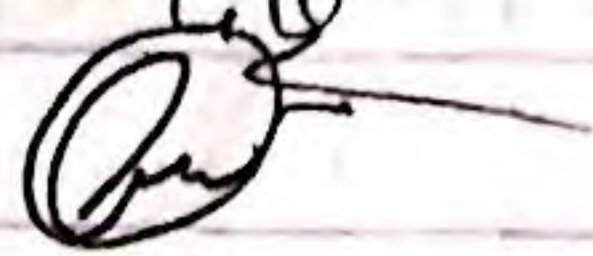
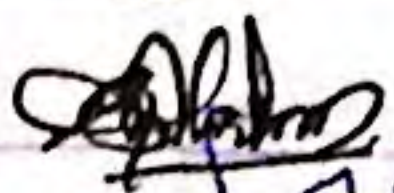
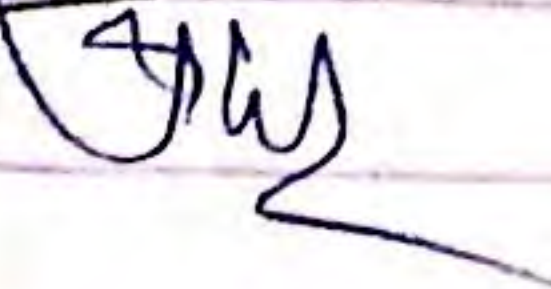
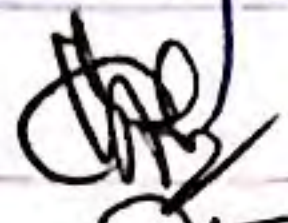
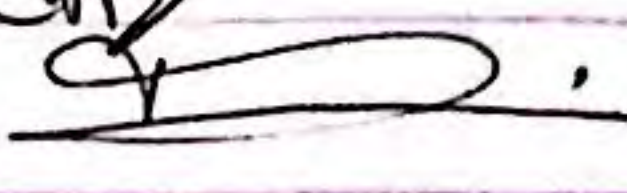
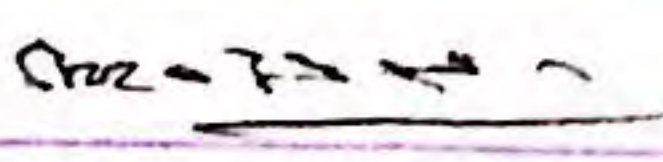


(Dr. Rajesh Kumar)

Rad & pamed


 DR. RAINA THOMAS
 PRINCIPAL
 MAR THOMA COLLEGE
 CHUNNATHAR P.O., PIN - 679334

9 QAE Meeting - Date - 17/1/2018.

Dr. R. Jayaprakash	
Jenn C. Desae	
Elizabeth George	<u>Elizabeth</u>
Dirya. T. K	
SREEKANTH. H	
Rachel George	
Dhanya C	<u>Dhanya</u>
Rajesh PK	
Dr. Gopalakrishnan. M. B.	
Dr. George T. M	
Dr. Shulin Abraham	
Thomas K Varghese	
Bijn Math John.	
Dr. Rejee Thomas	
Rev. Mathai Joseph	

The QAE meeting started with a word of prayer by Elizabeth Cpe at 3 pm in the Audio Visual Hall.

In the introductory remarks Principal Dr. Rains Thomas sought the support of all the faculty members in the preparation of SSR documents. She reported that the SSR preparation is progressing in a timely manner.

The following decisions and discussions were held in the meeting.

- ① Criteria Committee Conveners presented the progress of the work done in connection with their criteria.
- ② It was decided to consolidate the qualitative reports and make it available

- to the faculty members for suggestions.
- ③ IQAA Co-ordinator presented a plan of actions regarding the SSR Submissions.
 - ④ Meeting decided to submit the AISHE data at the earliest.
 - ⑤ The meeting decided to arrange an external Academic Audit in collaboration with the Mar Thoma Higher Education Commission.
 - ⑥ The meeting discussed about the frequent power failures and requested the management to install a generator for the uninterrupted power supply.

IQAA Co-ordinator

(Dr. Rajeev Theraser)


Minutes read & passed


R. Thomas
 DR. RAJNA THOMAS
 PRINCIPAL
 MAR THOMA COLLEGE
 CHUNGATHARA P.O., PIN-670334

QAAC Core Committee Meeting - Date - 5/2/19.

Dr. R. Jayaprakash. 

Rajesh P.K. 


Dr. Gopalakrishnan, M.B. 


Dr. Shela Abraham 

John C. Isaac 


Dr. George T.M. 

Rachel George 

Dhanya C. 

Thomas K. Vempore 

Dr. Renee Mary Ann 

Dr. Rajeev Thomas 

The Core Committee meeting to discuss the Academic Audit report and SSR Preparation was held on 5/2/19 at 3 pm in the Principal's Chambers.

- ① QAAC Coordinator presented the major suggestions put forth by the Academic Audit Team. The recommendations were discussed in detail and it was decided to consider all the suggestions in the accreditation process.
- ② The Criteria Committee Conveners presented the final report regarding their respective Criteria.
- ③ The Committee suggested a criteria wise presentation of reports at the earliest.
- ④ QAAC Coordinator stated that the submission of QAAC is expected in the first week of March.
- ⑤ Principal Dr. Rane Thomas explained about the status of the construction going on in the campus.

- ⑥ The meeting reviewed the renovation work going on in the library.
- ⑦ JQAE Co-ordinator stated that the collection of data base from the students is over and it is ready for updating in the NAAC ~~web~~ self study report.

JQAE Co-ordinator

Dr. Rajesh Kumar

Minutes Read & passed

Rajesh
DR. RAJESH THOMAS
PRINCIPAL
MAR THOMAS COLLEGE
CHUNGATHAL P.O., PIN - 679334

2018-19

Staff Meeting

Date - 26/2/2019 Time 2.30 PM

- Ninjan V. Neelankavil
- Perin C. Pasae
- Rajesh PK
- Divyee T. K
- Dhanya C
- Salma Meera John
- SREEKANTH M
- Elizabeth George
- Dr. Elizabeth Thomas
- Susmitha M.H
- Joana V.V
- VIPIN P
- Rajesh E
- Sheela Abraham
- Teena Susan Abraham
- Liji Mallai
- Dr. Malini Sherey P.P
- Greedy George
- Muthina KK
- Dr. Afesh P.P
- Dr. Gopalakrishnan M.B.
- Fasala Rahuman K
- Dr. George T.M
- Thomas K Varughese
- Dr. Beena Mayilamban
- Rincy James
- SANDIP K T
- Dr. Sino. P. Varughese
- Biniya George
- Dr. R. Jayapalan

The Staff meeting to discuss about the progress on the SSR preparation was started with

a silent prayer. SSCAC Co-ordinator explained about the progress in the preparations of SSR. Principal Dr Raina Thomas explained about the importance of timely submissions of Self Study Report.

The following matters were discussed and finalized in the meeting

- ① The NABC has revised the extended Profile to be submitted with the SSR. It is decided to prepare the extended profile in the new format.
- ② Decided to finalize the SSR after the compiling of Extended profile.
- ③ The meeting extended gratitude to Miss Dhanya who is leaving this institution for joining in Pondichery.
- ④ The meeting reviewed the Co-student activities in the college and decided to complete the work at the earliest.







[Signature]
Dr. Rajeev Kumar
SSAC Co-ordinator

Minutes Read and passed

[Signature]
24/2/19
CHUNGATHARAPPA
MAR THOMA COLLEGE
PRINCIPAL
DR. RAJNA THOMAS

2018-19 (8)
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ICAE & Core Committee Meetg. Date: 6/3/19.

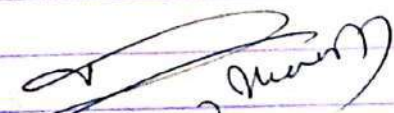
Dr. R. Jayaprakash.  Time: 2:30 PM
Rajesh PV 
Perin. C. Isaac 
Dr. Gopalakrishnan M.B. 
Dr. Sheela Abraham 
Dhanya C 
Dr. George T. M 
Dr. Rene Mary Abraham 
Dr. Rajeev Thomas 

The Core Committee meeting of ICAE was held on 6/3/2019. To review the progress in the NAR Report presentation. The meeting started with a word of prayer by Sheela Abraham.

ICAE Co-ordinator explained about the progress in the completion of data regarding extended profile. The details of students in this regard is completed in full and stated that the final presentation of the Criteria Committee will be held today.

The Criteria Committee Convenor presented the final Qualitative and Quantitative details in their Criteria. The members suggested their modifications and they were incorporated in the Report.


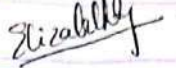
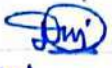


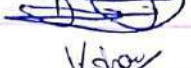







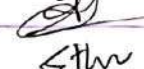


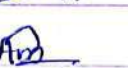












After detailed discussion, the meeting came to an end by 4:40 PM.


(Dr. Rajeev Thomas)

Read and passed

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

Minutes of the Staff Meetg held on 28/3/2018
at the Audio Visual Hall at 2 PM.

Jerin C Isaac	
Elizabeth George	
Divya. T. K	
Dhanya C	
SREEKANTH. M	
Rajesh PK	
Kishan Kumar S.R.	
Alkil. K.O	
Salma Meeni John	
VIPIN. P	
Rajesh. E	
Dr. George T.M	
Nishad. N	
Dr. Muhammed Shereef K.P.	
Dr. Jino. P Varghese	
Dr. Elizabeth Thomas	
Binsha M. A	
Binija George	
Aparna Mathew	
Sak Nitya.V. Neelankavil	
Dr. AJESH T. P	
Dr. Shulin Abraham	
Divya. T. K	
Jena. V.V.	
Uma Susan Abraham	
Georay George	
Muhina. KK	
Thomas K Varghese	
Dr. R. Jayaprakash	

The Staff meeting in the Presence of Rt Rev Thomas Mar Theodosios Episcopa (Manager) was held on 28/3/2018 at 2:30 in the audio visual Hall.

The meeting started with a word of prayer by Rev Mathai Joseph; JQAC Co-ordinator extended a warm welcome to the Manager and the participants.

Principal in the introductory remarks pointed out the need for focusing in the NAAE preparations.

He also highlighted the need for strengthening the academic and ethics activities in the next academic year.

Different Department heads opined the corrective measures in the better functioning of the college.

The following decisions were made in the meeting.

- ① Decided to select the faculty member to the various academic and Co-curricular activities in the college.

Meeting selected various persons to the different posts. Dr. Raju Iyer will continue as the JQAC Co-ordinator.

- ② The meeting reviewed the overall academic environment in the college.
- ③ The meeting reviewed the progress of the Certificate Courses functioning in the college.

- ④ Rev Mathai Joseph, Bussas explained about the progress of the construction activities in the college.
- ⑤ QAAC Co-ordinator stated that the SSR submissions will be done at the earliest. QAAC will be submitted before April-30.

Manager Rt Rev. Thomas Mar Thalakkal Episcopa in the concluding remarks stated the NAAC Accreditation process should be completed within the time frame and strive for better positions.

Meeting concluded after the vote of thanks by Dr. R. Jayaprakash at 4:30 pm

Dr. Raju Menon

Minutes read and passed

R. Thomas
28/3/19
DR. RAINA THOMAS
PRINCIPAL
MAR THOMA COLLEGE
CHUNGATHARA P.O., PIN - 679334

IQAC Staff Meeting - 25/4/2018 -

1. Dr. Rajeev Thomas
2. Dr. George T. M.
3. Jenn. C. Isaac
4. Dr. Jino. P. Varghese
5. Dr. Reena Mary Abraham
6. Dr. Sheila Abraham
7. Dr. Elizabeth Thomas
8. Binusha M. A
9. Salma Merin John
10. Rajesh P. K.
11. Dr. Ajish G. P.

The meeting started at 11:30 AM with a word of prayer and the IQAC Co-ordinator welcomed the gathering.

The following decisions were taken:

- ① Submit the IQAA before 2nd May 20
- ② The SSR Submissions should be complete immediately after the IQAA Submissions.
- ③ Principal requested the presence of all Faculty Staff members during the submission of SSR documents.
- ④ IQAC Co-ordinator expressed the gratitude to the faculty members for their support.

(Dr. Rajeev Thomas)

Minutes read & passed.

DR. RAJEEV THOMAS
PRINCIPAL
MARTHOMA COLLEGE
CHUNGATHARA P.O., LIN - 6