Minutes of the IQAC Meeting
held on 7/6/2019 at 11.30 Am

Members Present

1. Dr Reyas Thomas
2. Dr. R. Jayaprakash.
3. Rajesh P.K
4. Jerin C. Isaac
5. Dr. Jino. P. Varughese
6. Dr. Reena Mary Abraham
7. SANOJ. K. T
8. Kishan Kumar S.R
9. Dr. George T.M
10. Dr. Ajesh G.P
11. Dr. Anupama K.K
12. Nivya V. Neelankavil
13. Salma Merin John
14. Dr. Muhammed Shereef K.P
15. Binisha M.A
16. Anisha Elizabeth Mammen

The IQAC meeting started with the introductory remarks of the Principal and she explained the unexpected twist in the SSR Submission. The IIQA was submitted in May 10 and when the window was opened in the portal the years of data to be submitted does not include 2018-19. The Management decision to include the data for the year 2018-19 necessitated the situation of withdraw from the SSR Submission. The Principal stated that the Principal & IQAC Co-ordinators visited Bangalore and enquired about the issue.

The reply from the NAAC office is

data during the year 2018-19. In this situation it was unanimously decided to submit fresh IQAC & SSR after August by including the data for the year 2018-19 after August.

The meeting decided to make necessary arrangements to collect the data and submit fresh IQAC and SSR after 2018 August.

The meeting decided to update the website accordingly. The Academic plan for the year 2018-19 was presented by the IQAC Coordinator and approved. The meeting discussed in general about the overall academic situation during the year. It was also decided to conduct a staff meeting urgently to discuss the matter. The meeting concluded at 12.30

Dr Rajesh Gheevi

Minutes read & passed

Staff Meeting - 27/6/2018 -
at Audio Visual Hall. Time 1.30 P.M.

Member Present

1. Dr Rajesh Thomas
2. Robin Abraham
3. Rajesh P.K
4. VIPIN. P
5. Rajesh. E
6. Pradeep. M. B
7. RESHMA R
8. DIVYA T K
9. Vijikrishna. V.P
10. Aparna Mathew
11. ROSINA. PV
12. Hafida. P
13. Teena
14. Muhsina
15. Emi Lal
16. Anitha
17. Ansha Elizabeth Mammen
18. Dr. Anupama. K. K
19. Dr. Gopalakrishnan. M.B -
20. Geedy George
21. Dr. Ajesh P.P
22. Dr. Reena Mary Abraham
23. Elizabeth Thomas
24. Dr. Sajeer R
25. Hashir. P
26. Dr. Sheba Abraham
27. Thasni T.P
28. Sony Varghese
29. SREEKANTH. M

(30) Sarath. V.C
31 Kishan Kumar S.R
31 Dr. George T.M
32. Dr. Muhammed Shereef K.P
33. SANDS K.T
34. Binisha M.A
35 Aleena Johnson
36 Rincy James

The IQAC Co-ordinator explained the situation of the withdrawal of SSR Sub by the College due to the unforeseen contingency. The meeting unfortunately accepted the decision and they have updated the data accordingly.

The Criteria Committees are expa by including the new faculty members. The meeting came to an end at 2.45 P.M.

Menaka & Rend pam

IQAC Meeting -
4/7/2018 - at 1:30 pm - Venue - Principal's Chamber.

Members Present

1. Dr Rejani James
2. Dr. George T. M.
3. Salma Merin John
4. Divya. T. K
5. Geroy George
6. Robin Abraham.
7. SANOJ. K T
8. Aleena Johnson
9. Dr. Jino. P. Varghese
10. Rincy James
11. Dr. Ajesh T. P.
12. Dr. Shaik Ahmed
13. Rajesh P.K

IQAC Meeting - 8/7/2015. (Full Staff Meeting)
2:30 Pm, Principal's chamber.

Members Present.

1. Dr Regina Thomas
2. Dr. Sheela Abraham
3. Binisha M.A
4. Divya. T.K
5. Geroy George
6. Dr. George T.M.
7. Jerin C. Rasal
8. Rajesh P.K
9. Dr. Ajesh T.P.
10. Salma Merin John
11. Dr. R. Jayaprakash.

The IQAC meeting discussed about the timeframe for the Submission of IQAC and the SSR documents.

The following decisions were taken in the meeting

(1) To conduct 2 Academic audit to verify the data and the overall academic environment.

(2) All Teaching Committee Convenors have to complete the Qualitative aspects before August 15 2015 and to edit it accordingly

(3) It was decided to conduct an IPR Seminar and the formation of the IPR

(4) The activities of the Cells and other Clubs are to be improved.

(5) All HoD's have to submit the result analysis and Student progression before Aug

(6) The meeting decided to publish a newsletter

(7) The internal examinations should be conducted before Sept. 15.

(8) The meeting entrusted the IQAC Coordinator to collect necessary data for the IQAC Submission and other documentation work.

(9) It was decided to subscribe new journals in the Library.

The meeting came to an end at 4 P.M.

Members thanked Principal

IQAC Meeting

16/7/2018 - 3 Pm - Principal's Chamber

Members Present

1. Dr Rejani James
2. Dr Gopalakrishnan MB
3. SREEKANTH . M
4. Robin Abraham
5. Divya . T . K
6. Salma Merin John
7. Jain . C . Issac
8. Dr R. Jayaprakash
9. Kishan Kumar S.R.
10. Rajesh P.K
11. Dr. Sheela Abraham
12. Grency George

The meeting decided to submit the IQAA before Sept. 15 2018. It was also decided to update the Department documents and files at the earliest. The IQAC Coordinator stated there will be an academic audit on 18/7/2018. It is reported that Dr Sabitha, IQAC Coordinator, St Joseph College Irinjalakuda will be the expert in the session. The meeting is scheduled as follows
- 9.30 to 12.30 guidelines for SSR Reports
- 1.30 - 5 Pm Departmental visit - verifying the documents.

All are HOD and Criteria Committee Convenors are expected to submit the data accordingly

The Department have to consolidate the data according to the 7 criteria and it should be properly updated.

The different committees, NSS & other clubs are also expected to prepare for the visit

Member read & passed

One Day Workshop on
SSR Preparation - 18/7/2014 9.30 Am
Venue - Audio Visual Hall.
Resource Person - Dr M.G. Sabukutty.
IQAC Co-ordinator, St Josephs college, Irinjalakuda

Members Present

1. Rt Rev Dr. Thomas Mar Thoma Episcopa
2. Rev Mathai Joseph.
3. Dr Raine Thomas
4. Dr Regan Thomas
5. Dr. Geopalakrishnan. M.B
6. Sarath V.C
7. Aparna Mathew
8. Pradeep. M.B
9. Dr. Ajesh G.P.
10. Sony Varghese
11. Muhsina. KK
12. Rachel George
13. Gana priya. B
14. Karthika krishna. P.
15. Rajesh. E
16. Jerin C Isaac
17. Thasni T.P
18. Dr. Aswathi. K
19. Dr. Anupama. K.K
20. Ansha Elizabeth Mammen
21. Geroy George
22. Vijikrishna V.P
23. Salma Merin John
24. Robin Abraham
25. Rajesh P.K
26. Anwar Shafi. C
27. Anitha. K.T

28. Hafida
29 Rena
30 Aleena Johnson
31 Ashlin Thomas
32 Divya. T.k
33 Ribcy James
34 SREEKANTH. M
35 Emi Lal
36 Bimsha M.A
37 Dr. Elizabeth Thomas
38 Dr. Reena Mary Abraham
39. Dr. R. Jayaprakash
40. VIPIN. P
41. Nishar M
42 ROSINA. PU
43. Dr. Sajeev. R
44. Dr. Jino. P Varughese
45 Dr. Sheela Abraham

The One day Workshop was inaugurated by the Reges Rt. Rev. Thomas Mar Theophilose Episcopa. The resource person Dr Sabulathy explains the various qualitative and quantitative aspects. He explained about the various practical tips in the data uploading.

The different curricula Committee Convenors explained about the progress of work and clarified their doubts. The resource Persons clarified their doubts and gave more practical tips in this regard.

He also suggested some modifications to the qualitative aspects of the SSR.

In the afternoon session the resource persons visited various departments and verified the documents. He emphasised that the documents should be updated with more documentary evidence. He gave specific modifications in the case of some departments.

In the valedictory session he gave some general suggestions and stated that the overall performance is satisfactory.

The Mayor in his closing remarks stated that there should be more efforts from the side of faculty to make this endeavour a great success.

The IQAC Coordinator expressed vote of thanks. The meeting came to an end at 5 pm.

Minutes read & passed

IQAC Meeting

Date - 19/2/2019 - Venue - Principal's Chamber Time 10.30 Am.

1. Dr. Reyes Thomas
2. Jerin E. Isaac
3. Salma Merin John
4. Dr. Anupama K.K
5. Dr. Gopalakrishnan MS
6. Dr. George T.M.
7. Geroy George
8. Dr. Ajesh G.P
9. Kishan Kumar S.R.
10. Robin Abraham
11. Dr. Sheln Abraham
12. SREEKANTH.M
13. DIVYA.T.K

The meeting of the IQAC of Marthoma College was held on 19/2/2019 and discussed about the changes to be made in the qualitative and Quantative aspects.

The following decisions were taken.

1. The Criteria Committee Convenors have to edit the data accordingly.
2. Also decided to conduct another audit after two months.
3. The Departmental presentations due to be made again for further evaluation.
4. The SSQA must be submitted before Sept 15. 2019.
5. To urge the classes for ensuring more time in the SSR Preparation.

(6) To Conduct Internal Examinations.
(7). To select new NSS Programme officers.
(8). Improve the physical facilities in the College.

The Principal requested the administrative cooperation of all faculty members in this regard.

Minutes read & passed

IQAC Meeting - 21/8/2019.

Venue - Principal's Chamber. Time - 3 pm.

Members Present

1. Dr Raina Thomas.
2. Dr. George T.M.
3. Dr Reyas Thomas
4. Nimya. V. Neelankavil
5. Dr. Reena Mary Abraham
6. Divya. T. K.
7. SANTOSH. K T
8. Dr. Gopalakrishnan. M.B.
9. Dr. Ajesh T.P
10. SREEKANTH M
11. Dr Sheela Abraham
12. Jerin C. Issac
13. Rajesh P K
14. Robin Abraham
15. Genoy George
16. Dr. R. Jayaprakash.

The meeting started with the introductory remarks of Principal Dr Raina Thomas. The principal explained about the process of accreditation going on in connection with the SSR preparation.

The following decisions were made.

1. The 99QA Submission is progressing and decided to complete before 15/9/2019.
2. IQAC Coordinator explained about the data collected in this regard.
3. He stated that the 99QA submitted will be approved with in 15 days and we should be ready to upload SSR from Oct 1 onwards.

(4) The details of data collected so far for 99th Submission was distributed and the necessary corrections are made.

(5) The members appreciated their willingness to do the work properly.

Dr Rajesh

Minutes read & passed

Staff Meeting

12/9/2019 - 2.30 PM.

Members Present.

1. Dr Rejani Thomas
2. Dr. George T.M.
3. Kishan Kumar S.R
4. Dr R. Jayaprakash.
5. Jenin. C. Isaac
6. VIPIN. P
7. Nishar M
8. Dr. Ajesh T. P
9. Geroy George
10. Robin Abraham
11. Dr. Anupama V.K
12. Aleena Johnson
13. Binisha M. A
14. Dr. Reena Mary Abraham
15. Teena Susan Abraham
16. Muhsina K.K
17. Anitha K.T
18. Benitta Susan Anigas
19. Ashlin Mariam Thomas
20. Divya. T.K
21. Kaithra krishna. P
22. Dr. Sajeev. R
23. Pradup. M.S
24. Thesni T.P
25. Sanoop. K.T
26. Anwer Shefic
27. Rajesh K.K

IQAC Coordinator Dr Rejani Thomas presented the IQAC data for perusal.

The member of the Committee approved the data and decided to submit the DDCA on 14/9/2019. The meeting decided to submit the DDCA as per the decision

Minutes read & passed

IQAC Meeting.

3/10/2019. 3.30 pm. Principal's cabin.

Members Present:

1. Dr Rejeev Thomas
2. Jenin C. Issac
3. SREEKANTH.M
4. Dr. Gopalakrishnan M.B.
5. Genoy George
6. Divya. T.K
7. Dr. George T.M
8. Salma Merin John
9. Robin Abraham
10. Rajesh P.K
11. Dr. R. Jayaprakash
12. Dr. Ajesh T. P
13. Dr. Sheela Abraham
14. Dr Rains Thomas (Principal).

The meeting of the IQAC was held on 3/10/2019 and the following decisions were taken.

1. The IQAC Co-ordinator reported that the SSR was submitted on 14/8/2019 and the fees paid. Also reported that there was a clarification regarding courses affiliated and the reply was given.
- The Criteria Coordinators reported that the Qualitative and Quantitative data was complete, and ready for submission
- Also decided to guess the Qualitative aspects for large correction.
- The Density evidences regarding all Qualitative aspects are to be converted into soft copy at the earliest.

- The different HODs submitted the data relative to their departments.
- The website of the college is modified.
- Also decided to collect the mobile numbers and email id of all students for Student Satisfaction Survey
- The reports of the cells and other clubs are to be submitted before 15/10/2019.

Minutes read & passed

IQAC Meeting

Date- 26/10/2018 time 3.30 Pm Venue- Principal's cabin-

Agenda-

1. 99 QA submission & SSR finalization

Members Present

1. Rajan Thomas
2. Jerin. C. Isaac
3. Dr. George T.M.
4. VIPIN. P
5. Thasna. T.P
6. Divya. T.K
7. Anwar Shafic
8. Biju Mark John
9. Rachel George
10. Rajesh P.K
11. Dr. R. Jayaprakash

The Principal Dr Rajan Thomas explained that the 99 QA of our college was approved by the NAAC. The SSR Portal will be opened soon for data submission. The following decisions were taken

- The HODs reported the progress of data collection with reference to the students Satisfaction Survey
- IQAC Coordinator stated that the Qualitative reports are ready after large correction
- The HODs are expected to submit all the data at the earliest.
- Decided to create a core group for the updating and finalizing of data regarding the seven aspects of NAAC-
- The core group will meet every day evening at 3.30 Pm to discuss about the progress of data collection

IQAC Meeting

Date- 26/10/2019 time: 3.30 Pm Venue- Principal's cabin-

Agenda-

1. 99 IQA submission & SSR finalization

Members Present

1. Rajan Thomas
2. Fevin. C. Isaac
3. Dr. George T.M.
4. VIPIN. P
5. Thasna. T.P
6. Divya. T.K
7. Anwar Shafic
8. Biju Mark John
9. Rachel George
10. Rajesh P.K
11. Dr. R. Jayaprakash

The Principal Dr Rajan Thomas explained that the 99 IQA of our college was approved by the NAAC. The SSR Portal will be opened soon for data submission. The following decisions were taken

- The HODs reported the progress of data collection with reference to the students Satisfaction Survey
- IQAC Coordinator stated that the Qualitative reports are ready after large correction
- The HODs are expected to submit all the data at the earliest.
- Decided to create a core group for the updating and finalizing of data regarding the seven aspects of NAAC-
- The core group will meet every day evening at 3.30 Pm to discuss about the progress of data collection

- Also decided to seek the support of a person with technical skills for the effective uploading of the Data

The meeting came to an end at 5 pm

Minutes read & passed

N. V. Pillay

MKm

IQAC Meeting.

Date: 4/12/2018 - Time - 3.30 PM.

Agenda

1. Review of the SSR Submission -

Members Present:

1. Dr. Rejeev Thomas
2. Dr Rains Thomas
3. Dr Sheeba Abraham
4. Grenoy George
5. Dr. George T.M.
6. Dr. Ajesh G.P
7. Biju Mark John.
8. Divya. T.K
9. SREEKANTH.M
10. Salma Mesin John
11. Dr R. Jayaprakash.
12. Anitha Elizabeth
13. Rachel George
14. Rajesh P.K
15. Jesin. C. Isaac

The meeting started with the introductory remarks of the Principal. She explained about the progress in the Data uploading of SSR. She reiterated the full time presence of faculty in the IQAC office for uploading of the data.

- IQAC Coordinator explained that the Portal for SSR Submission started on 12/11/2018 and the uploading of the Data under the seven heads are progressing very fast.
- A team of faculty members are very active in the uploading of the data.
- Till this date around 48 metrics are completed.

- It is expected that the date of SSR Submissions will end on last week of Dec
- During the Submission 3 days the NAAC website was under maintance and the entity allowed to request the NAAC for extending the date of data Submission to three more days.
- HODs submitted the full details of schedule repady Email Id and mobile phone no.
- Principal stated that all kind of support will be provided to faculty members for uploading the data.
- More Computers will be provided at IQAC for uploading the Data.

The IQAC Coordinator extended the vote of thanks. The meeting came to an end at 4.45 pm

Minutes read & passed

Mm

IQAC Meeting

Date: 22/1/2020 Time 3.30 pm.

Agenda

1. Mock visit - 30/1/2020 & 31/1/2020
2. Plan of NAAC visit

Members Present

1. Dr. Rajesh Thomas
2. Dr. R. Jayaprakash.
3. SREEKANTH. M
4. VIPIN. P
5. Dr. Shula Abraham
6. Divya. T. K
7. Ansha Elizabeth
8. Dr. George T. M
9. Kishan Kumar S.R.
10. Grenoy George
11. Dr. Anupama K.K

The IQAC Meeting started with the introductory remarks of the Principal. She expressed gratitude to all faculty members who wholeheartedly supported in the SSR submission.

- IQAC Coordinator reported that the SSR was successfully completed on 1/1/2020 at 8 pm
- Also reported that the Student Satisfaction Survey started at 1/1/2020 itself and it will continue till 31/1/2020. Decided to communicate about the survey among the students.
- Also reported that the DVV clarifications were received on 2/11/2020 itself and the last date was 4/1/2020. The IQAC Coordinator stated that all the clarifications were

Submitted before time.

- The meeting reviewed the whole process of data uploading was very good and appreciated our thanks to the Technical Support Team.
- Decided to conduct an academic audit to review the final documentation process at the Department.
- Course Coordinators stated that on 30/1/2020 Dr Vaghese Mathew (Course Coordinator, Mar Thoma College, Tiruvalla) will be the resource person for explaining about the Data finalized at Documentation.
- Decided to complete the maintance and Painting work at the earliest.

Minutes Read & passed

Pho

One day Workshop - Topic -
Effective Documentation of SSR Data

Date: 30/1/2020. Venue - Audio Visual Hall.
Resource Person - Dr. Varghese Mathew
IQAC Coordinator, Marthoma College, Thuckalay

Members Present

1. Dr. Rejew Moses
2. Thasni. T.P
3. Dr. Aswathi. K
4. Kavitha Krishna. P.
5. Aleena Johnson
6. Vijikrishna V.P
7. Aparna Mathew
8. Dr. Elizabeth Thomas
9. Dr. Reena Mary Abraham
10. ROSINE N
11. Divya. T.K
12. Benitta Susan Aniyan
13. Elnilsa. K.T
14. Sony Varghese
15. Emi Lal
16. Ansha Elizabeth
17. Anupama K K
18. Dr. Sheela Abraham
19. Binisha M.A
20. Gana priya. B
21. Rachel George
22. Dr. Binija George
23. Dr. George T.M
24. Kishan Kumar S.R.
25. Nisha M

26. Rajesh. E
27. VIPIN. P
28. SREEKANTH. M
29. SARATH. V. C
30. Geroy George
31. Dr. Ajesh T. P.
32. Jina C. Isaac
33. SANOJ. K T
34. Rajesh P K
35. Dr. Jino. P. Varughese
36. Dr Anwar Shaji C
37. Dr. R. Jayaprakash.

IQAC Coordinator made the welcome address and invited all the faculty members to this meeting.

- Principal welcomed Dr Vijayan Mathew to the Program.
- In the session he explained about the process of Documentation of SSR submission.
- The HODs of different departments clarified their doubts.
- During the one day seminar he visited in depth and review the progress of the Data maintained by the Depts.
- He expressed that the Data should be organised more effectively for better results.

Dr Program Officer expressed vote of thanks

Minutes read & passed

IQAC Meeting

Date- 4/2/2020 Time 3.30 pm

Conference Hall

Members Present

1. Dr Regina Thomas
2. Dr. R. Jayaprakash.
3. Mr. Kishan Kumar S.R.
4. Dr. Sheela Abraham
5. Smt. C. Issac
6. SREEKANTH. M
7. VIPIN. P
8. Divya. T. K
9. Geroy George
10. Rajesh P.K
11. Dr. George T.M.
12. Dr. Ajesh T.P

The IQAC meeting started with the introductory remarks of the Principal. She stated that the NAAC has requested to submit the tentative days of PTV visit. The following decisions were made.

1. As per the NAAC directions three dates are to given to PTV visit. The fitting dates are selected - I. April - 8 & 9/2020, 26 & 27/3/2020 and 18/19/2020.

But preference to give for April 8 & 9/2020.

- As per the NAAC preference the details of three fields were submitted for the study of PTV members.
- The members expressed their concern to complete the maintance work of the college at the earliest.
- Project Status that for SSS we got letters

- Different Committees were constituted for the smooth conduct of PTV Visit
- Department level presentations will be started in the next week. IQAC Coordinators submitted the schedule for the presentations
- Entrusted the IQAC Coordinators & Principal for the further process of PTV Visit.

Minutes read & passed

IQAC Meeting
Venue - Conference Hall.
Date:- 11/3/2020 - Time 10.30 Am.

1. Dr Rejani Menon
2. Dr. George T. M.
3. Jenin C. Issac
4. Anisha Elizabeth
5. Kishan Kumar S.R.
6. Dr. Sheeba Abraham
7. Dr. R. Jayaprakash.
8. VIPIN. P
9. SREEKANTH. M

- The meeting started with the introductory remarks of Principal. She reported that the PTV visit is scheduled on 8/4 & 9/4 April 2020. The following decisions were taken.
- The final Regular level practicals will start on 13/3/2020 onwards.
- All the clubs and Extension activities will be ready for presentation.
- The meeting reviewed the remedial work in the campus.
- Projects of the Principal & IQAC activity should be ready and submitted before the staff meeting on 20/3/2020.
- The meeting decided to give maximum support to the PTV visit and the infrastructure activities in the campus.

Minutes read & passed

IQAC Meeting - Online Mode.

Date - 25/3/2020 5 pm

Members Present -

1. Dr. Raina Thomas
2. Dr. Rajeev Thomas
3. Dr. R. Jayaprakash
4. Dr. Geeja T.M.
5. Smt. Nivya Neelankavil
6. Dr. Elizabeth Eye
7. Sri Geeny Eye
8. Sri Sreekanth

IQAC Coordinator explained about the Crisis due to the Covid Pandemic and the accreditation process. The proposed visit was rescheduled due to this medical emergency. The Communication with the NAAC authorities are going on and as per the last message the PIV is rescheduled to June 23 & 24, 2020.

The faculty member expressed their Concern in this regard.

Principal explained about the need for maintaining health protocol and free from the Covid 19 disease.

The meeting came to an end at 5.45 pm.

Minutes read & passed.

Online IQAC Meeting held
on 17/4/2020 at 5 Pm.

Members Present

1. Dr. Rains Thomas
2. Dr Geoge T M
3. Dr R. Jayaprakash
4. Sri Sreekanth.
5. Sri Geney George
6. Vinoys V. Neelankavil.
7. Shehal Shahesha.
8. Smt Elizabeth George
9. Dr Rejeev Thomas.

The meeting discussed about the crisis due to Covid in the higher education sector. The meeting discussed about the remedies to handle the situation.

IQAC Coordinator Dr Rejeev Thomas proposed that a Learning Management System may be acquired with the support of PTA and also required to conduct a seminar in this regard.

The different HODs also stated the importance of this LMS and supported to the proposal.

The meeting proposed that IQAC Coordinator Principal may consult with the PTA Committee and take necessary steps to acquire a Learning Mgt System after studying the suitability and Cost Benefit analysis.

IQAC Coordinator stated that the NAAC has rescheduled the visit to June 23 & 24 if the situation becomes under control. It is also decided to actively participate in the 6th Covid 19.

Principal & Rains Themes expressed that all the faculty have to take necessary steps to protect themselves. The meeting also decided to create awareness among the students about the seriousness of Covid Pandemic.

Dr Rajesh Thomas expressed vote of thanks. The meeting came to end on 6 PM

Minutes read & passed

HOD