

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## MAR IVANIOS COLLEGE (AUTONOMOUS)

### **IQAC Meeting at 2.30 pm on 19.12.2019 in the conference hall**

A meeting of the IQAC is proposed to be conducted at 2.30 pm on Thursday 19<sup>th</sup> December 2019 in the conference hall. The meeting aims at discussing various action plan for the quality enhancement based on NAAC seven point criteria and also the modalities and strategies to be adopted for the NAAC accreditation 2024. All members are requested to attend the meeting.

#### **Agenda**

1. AQAR Preparation for the year 2018-19 and 2019-20
2. Action plan to be taken for qualitative improvement based on 7 criteria.
3. Constitution of an internal team for the preparation for NAAC accreditation 2024
4. Any other item permitted by the Chair.

#### **Internal members**

<b>No.</b>	<b>Members present</b>
1	Dr. Georgee K I
2	Dr.George Mathew
3	Rev.Fr.Joshua Kochuvilayil
4	Dr. K.Oommachan
5	Dr.Cherian John
6	Rev.Fr.Geevarghese Valiayachangaveetil
7	Dr.James T Joseph
8	Dr.N.Vipin Chandran
9	Dr. P. I. Paul
10	Mrs. Suma P. Oommen
11	Dr. Shirley Stewart
12	Mr. Sabu E.G
13	Rev. Dr.Gigi Thomas
14	Dr. Jessy Thomas
15	Dr. P.K.Victoria
16	Dr.Beenamole T
17	Mr. Shajimon . G
18	Ms. Julie George
19	Dr. Jijimon K Thomas

## **Minutes**

The IQAC meeting started with a silent prayer. The list of members attended the meeting is attached. The IQAC coordinator Dr. Jijimon K Thomas welcomed all members to the meeting.

### **1. AQAR Preparation for the year 2018-19**

The committee decided to initiate data collection for submitting AQAR 2018-19. It was decided to constitute a Faculty Quality Circle (FQC) for completing the work. The FQC consists of a coordinator and three to four members for each of the 7 criteria. A central documentation committee shall also be constituted. The IQAC and NAAC Coordinator shall convene meeting separately for each FQC team. The FQC for each criterion shall then meet separately and chalk out measures for collecting data.

### **2. Action plan to be taken for qualitative improvement based on 7 criteria.**

The committee decided to entrust the FQC for framing specific action plan for data collection in connection with AQAR 2018-19 and AQAR 2019-20. A central documentation committee for digitization of data shall also be constituted.

### **3. Constitution of an Internal team for the preparation for NAAC accreditation 2024**

The FQC shall act as an internal team for the preparation of NAAC accreditation 2024. This shall be done after uploading AQAR 2018-19 and 2019-20 before the stipulated date.

### **4. Any other item permitted by the chair.**

The IQAC shall formulate a specific scientific project for collection of solid and liquid waste its disposal. It shall recommend the management for initiating immediate action plan in this regard. Tie up with external agencies for waste management was also suggested.

The meeting came to a close at 4.30pm.

## **ACTION TAKEN REPORT**

- Initiated and drafted syllabus for New programmes (BSc Computer Science and BA (Communicative English),
- Most of the departments have suggested and drafted syllabus for various add on courses. List of courses are posted in the college website.
- Instructions were given to the Admission committee for encourage Students from other states & Countries
- Instructions were given to faculty for applying for awards & recognitions
- Various infrastructural and IT facilities were introduced to improve student satisfaction in the campus.
- More research papers were published by the faculty.
- Instructions were given to the Library for enhancing annual expenditure on books & Journals
- Bandwidth & internet speed enhanced to 75 Mbps

- Career and Placement cell conducted a number of academic activity for students
- Teachers were provided with financial support for Academic activities
- Various quality initiative activities were conducted by the IQAC during the current year and many other activities are planned.
- Suggestions were given to the Management for taking measures to improve Waste management.
- Action plan to focus on 2024 NAAC accreditation was done and appropriate working team was identified.

IQAC COORDINATOR

19.12.2019