

**INTERNAL QUALITY ASSURANCE CELL
MAR ATHANASIOUS COLLEGE (AUTONOMOUS) KOTHAMANGALAM**

MAC/IQAC/2019-20/03

Minutes of the meeting of IQAC held on 8-11-2019 at 2.30 pm

Venue: IQAC Room

Agenda:

1. Paramarsh Scheme discussion.
2. NIRF 2020 data collection and submission.
3. Preparation of P.O, P.S.O. and C.O.
4. International Conferences.
5. Faculty Enrichment Programmes
6. Uploading of pending AQAR

The meeting started at 2.30 PM, and was presided over by the Principal.

The following points were discussed in the meeting:

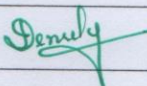

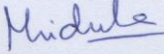
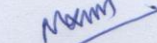
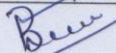

1. Dr. Rajesh Thumbakara, Paramarsch coordinator, made a presentation about different aspects of PARAMARSH Scheme. Also, there was a discussion on organizing an interaction of IQAC and the Mentee institution's representatives with Paramarsh Quality Ambassador Dr. Madhukar B.S.
2. IQAC discussed about the data collection for NIRF ranking and uploading of NIRF for the academic year 2019-20.
3. IQAC decided to organize an orientation class for writing the Programme Outcome and Course Outcome. IQAC entrusted Dr. Riju C Issac to lead the orientation class for the faculty.
4. Discussions about organizing International Conferences with RUSA fund were made. IQAC recommended to organize two conferences in Science Stream and one in Commerce and Humanities in January and February.
5. IQAC entrusted Dr. Nidhi P Ramesh for conducting a Faculty Training Programme on E-Content development. Also, it was decided to conduct a one-week FDP on ICT enabled teaching methods.
6. Criteria coordinators were instructed to complete the data collection for the pending AQAR's.

The meeting came to an end by 4.30 pm.

Action Taken

1. College signed an MOU with the 6 mentee institutions under Paramarsch Scheme.
2. Prepared documents for Academic Appraisal Report and submitted it to Higher Education Council.
3. Conducted a workshop on NIRF by Dr. Joseph T Moolayil on 03- 09 – 2019.
4. Conducted Faculty Training Programme - a workshop on “*Outcome Based Education*” on 25th September, 2019.
5. Quality Policy, Consultancy Policy, and Research Policy of the college were formulated and was presented in the Academic Council. It was approved and was uploaded to the college website.
6. PTA Open forum was conducted on 2nd September and collected feedbacks from parents to improve and impart quality education.
7. Conducted One day training programme for college staff on Strategies for Successful Career” on 26th August, 2019.
8. Entrepreneurship programmes - Horticulture, Apiculture, Handicraft production, Robotics and Automation were started.
9. Faculty Enrichment Programme – One day seminar on ‘*Intellectual Property Rights*’ was conducted on 30th August, 2019 under RUSA Scheme.
10. One day Faculty Enrichment Programme on “*Research Proposal Writing*” was conducted on 5th October, 2019.

Members present

| Name | Signature |
|------------------------------|---|
| Dr. Densely Jose [Principal] |  |
| Dr. Riju C Issac | |
| Dr. Manjula K | |
| Dr. Rajesh Thumbakara |  |
| Dr. Mridula S Venugopal |  |
| Dr. Diana Ann Issac |  |
| Dr. Binu Varghese |  |
| Mr. Francis Xavier P. A |  |