

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

MAC/IQAC/2018-19/01

MINUTES OF THE MEETING of the IQAC on 14 th May 2018 at 10.30 A.M

Venue: IQAC Room

Agenda:

1. Plan of action for the next academic year (2018-19)
2. New soft ware for admission
3. Question bank Training
4. AQAR 2016-17
5. PG syllabus revision
6. Discussion on certificate courses
7. Any other item permitted by the chair

The meeting commenced after a silent prayer at 10.30 am, presided over by Principal. The joint coordinator of IQAC Dr. Aby Varghese welcomed the IQAC members. In her presidential address, Dr. Densely Jose presented a detailed plan of action for the next academic year. The IQAC Coordinator Dr. Riju C Issac briefed the activities of the previous year and also demonstrated the new software for admission .

The meeting suggested to conduct a workshop in the month of June /July on question bank preparation, aimed at empowering office bearers of examination and faculty members. The meeting proposed to start new certificate courses from Science departments and Commerce department. A comprehensive review was done on Syllabus, fee structure and budgeting of the courses of study. Dr. Jayamma Francis was selected as the certificate course coordinator.

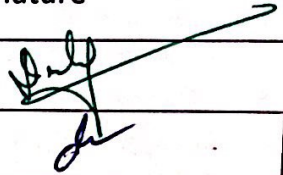



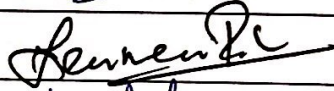
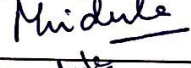
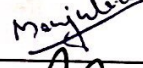


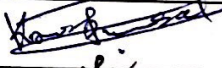
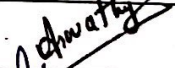

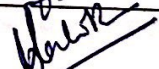
The meeting of IQAC proposed to hold a meeting of Board of Studies in all departments for the revision of Syllabus for PG courses with an aim of updation and advancement. The meeting suggested updating the college website – with immense alteration wherever necessary, of the names of the members of the Academic Council, Governing Board, and Board of Studies tec. The meeting discussed about the preparation and submission of pending AQAR 16-17.

The meeting ended at 12.30 pm.


PRINCIPAL


IQAC CO ORDINATOR

Members present and absent in the meeting held on 14 th May 2018

Sl. No	IQAC members		Signature
1	Dr. Densely Jose	Principal	
2	Dr. Aby P Varghese	IQAC joint coordinator	
3	Dr. Jayamma Francis	IQAC joint coordinator	
4	Sri. T E Kurien	Administrative assistant	
5	Smt. Ecumani Paul	Librarian	
6	Dr. Mridula Venugopal	Faculty	
7	Dr. Manjula K	Faculty	
8	Dr. Rajesh K Thumbakara	Faculty	
9	Dr. Binu Varghese	Faculty	
10	Dr. Krishna Prasad	Faculty	
11	Dr. Aswathy Balachandran	Faculty	
12	Smt. Feba Kurian	Faculty	
13	Ms. Shalini Binu	Faculty	
14	Dr. Riju C Isaac	IQAC coordinator	