

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

MAC/IQAC/2018-19/04

Minutes of the IQAC meeting on 03 March 2019 at 2.30 A.M

Venue: IQAC Room

Agenda:

- Implementation of RUSA proposal
- Faculty enrichment programmes
- Workshop on office automation for Non teaching staff
- Science popularisation programmes
- Proposal for DST - FIST
- Academic and administrative audit external
- Formation of research committee & research policy

The details of discussions held in the meeting

- Principal Dr. Densely Jose announced the RUSA Programme monitoring unit for the implementation of RUSA proposal. She exhorted the members of IQAC to monitor all the projects related to it.
- Explored the chances to start programmes for the popularisation of science .
- The meeting discussed and explored the possibilities to begin Faculty exchange and student exchange programmes.
- Discussed the possibilities of FIST from Department of Science and Technology.
- Discussed in detail the data collection for AQAR 2017-18.

The following are the decisions taken after deliberations:


1. As a measure to improve efficiency, the principal and staff council assigned IQAC to conduct short term courses for both teaching and non teaching staff.
2. The meeting decided to conduct a workshop on revised NAAC Accreditation Frame work in the month of April .
3. Decision was taken to conduct 'Manimala' – Science popularisation programme in the month of April/May involving school children.
4. The meeting entrusted Dr. Manju Kurian to submit new UGC - FIST proposal .
5. IQAC asked every departments to prepare slides and update files for the purpose of external Academic and Administrative Audit.

6. The meeting recommended the formation and documentation of a research committee and a research policy




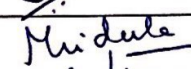
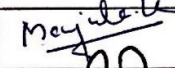

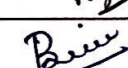
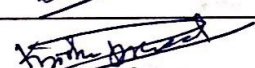
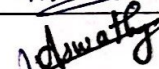

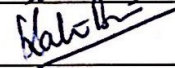
Action taken Report

- Conducted internal Academic audit
- Conducted energy audit
- Appointed office assistants to examination wing and IQAC


PRINCIPAL


IQAC CO ORDINATOR

Members present and absent in the meeting held on 3rd March 2018

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