



Mary Matha Arts & Science College

Mananthavady, Wayanad, Kerala

Re-accredited by NAAC with B++ Grade, CGPA 2.85 (III Cycle)

Education for total liberation

Minutes of IQAC Meetings

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NOTICE

Sir/Madam

A meeting of the IQAC will be held at 03.40 pm on 20.06.2022 in the Principal's Office. You are cordially invited to attend the meeting. Agenda for the meeting is listed below.

Yours Sincerely

Principal 
Principal
Mary Matha Arts & Science College
P.O. Vemom, Mananthavady-670 645



Agenda

1. Academic Calendar 2022-2023
2. AQAR 2021-2022 Preparation
3. NAAC 4* Cycle Reassessment
4. Strategic Plan 2022-2023
5. College Website Updation
6. Documentation process
7. Student Related Issues
8. Any other matter with the permission of the chair



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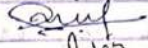


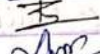




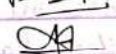

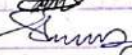
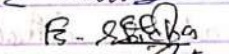

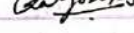
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MINUTES OF IQAC MEETING HELD ON 20.06.2022.

Venue: Principal's Office

Time: 03:40 PM

Members Present.

1. Dr. Thomas Monoth 
2. Ms. Jisha T R 
3. Dr. Sr. Bidle K Thomas 
4. Dr. Ramya Krishnan M 
5. Mr. Sabu O.J 
6. Dr. Saru V.F. 
7. Ms. Sharon Rose 
8. Dr. Eldho. I.T 
9. Ms. Rajitha Xavier 
10. Ms. Mithun Shaji 
11. Varkkey C.T 
12. Dr. Shaji P.P 
13. P. Subhas. C.C 
14. Dr. Maria Martin Joseph 

The chair welcomed the members and discussion was initiated as per the agenda.

Discussion Decisions.

Agenda 1: Academic Calendar 2022-2023

A draft of the academic calendar was presented by the IQAC coordinator. The chair opened that the inputs from the internal examination committee should be considered while finalizing the academic calendar. IQAC noted that departments should include the budget requirements also in their academic plan.



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Agenda 2: AQAR 2021-2022 Preparation

It is resolved that the following teachers are given the charge of seven criteria. Criteria I - Ms. Rajisha Xavier, Criteria II - Dr. Thomas Manoth, Criteria III - Ramya Krishnan. M., Criteria IV - Ms. Jisha. T.E, Criteria V - Mr. Sabu. O.T, Criteria VI - Ms. Sakson Rose, Criteria VII - Dr. Sr. Bindhu. K. Thomas. These team leaders shall coordinate and submit the documents to IQAC.

Agenda 3: NAAC 4th Cycle Reassessment.

The IQAC coordinator and criteria coordinators are assigned to compile and consolidate the data for NAAC metrics. This process will assess whether the college has made significant improvements after the previous accreditations.

Agenda 4: Strategic Plan 2022-2023

The strategic plan for 2022-2023 prepared after due consultation with various bodies was presented by the IQAC coordinator. The plan was approved and decided to place the same in the governing body.

Agenda 5: College Website Updation

Mr. Midhun Shaji, Website Manager, highlighted the importance of website updation. The committee approved proposal and decided to submit the same to the governing body.

Agenda 6: Documentation Process

The committee instructed the members



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to keep a track of the activities in a systematic format to ensure uniformity and submit within time.

Agenda 7: Student Related Issues.

The committee got into a serious discussion about conducting a student adalath to redress student grievances and to elicit opinions on student progression.

Agenda 8: Any Other Matter with the Permission of the Chair.

- 1: It was resolved that the research committee of the college should disseminate information related to research projects to the faculty.
- 2: The teachers should submit project proposals and seminar proposals to various funding agencies.
- 3: Dept should commence more certificate courses.

The IQAC coordinator proposed a vote of thanks and the meeting ended by 4:30 PM.

ACTION TAKEN REPORT OF IQAC MEETING HELD ON 20.06.2022.

- 1: Finalized the academic calendar with the necessary changes suggested.
- 2: Team wise meetings of each criterion were convened and ABAR preparation commenced.



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- 3: The core committee approved and submitted the request for website updating to the governing body. The governing body approved the request and Mr. Midhun Shaji was assigned as the coordinator for website management.
- 4: Organized a student adalath to redress grievances of students and collected various opinions on students' progressions.
- 5: Proposals for new certificate courses were invited from various departments.



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NOTICE

Sir/Madam

A meeting of the IQAC will be held at 03.40 pm on 22.07.2022 in the Principal's Office. You are cordially invited to attend the meeting. Agenda for the meeting is listed below.

Yours Sincerely

Principal

Principal

Mary Matha Arts & Science College
P.O. Vemom, Mananthavady-670 645



Agenda

1. Confirmation of the meeting held on 20.06.2022 and Action Taken Report
2. Discussion on various criteria for AQAR
3. Academic audit
4. Allocation of key indicator
5. AQAR 2020-21 submission
6. Add on courses
7. Any Other Matter with the Permission of the Chair.



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MINUTES OF IQAC MEETING HELD ON 28-07-2022

Venue: Principals office

Time: 3.40 PM

Members present-

1. Varkey C.J
2. Dr. A. Binal K Thomas
3. Dr Thomas MONOTH
4. Ms Rajitha Xavier
5. Dr. Janu V.F.
6. Ms. Sharon Rose
7. Dr. Zedha. I.S.
8. Ms. Tisha T E
9. Dr. Ranjan Krishnan M.
10. Mr. Sabu O.J
11. Michus Shaji
12. Joy Joseph
13. Dr P P Shaji
14. Fr. Sbielha Sec.
15. Dr. Maria Martini Joseph

The chair welcomed the members and discussion was initiated as per the agenda.

Discussion and Resolutions

Agenda 1: Confirmation of Minutes

The minutes of the meeting held on 20-6-2022 was read out by the IQAC coordinator, confirmed and recorded. The Coordinator also presented the ATR based on the decisions taken in the previous meeting.

Agenda 2: Discussion on various criteria for AQAR



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Discussed the importance of maintaining a register for using the indoor stadium, library, guest room etc. Purchase Committee should take care of the laboratory items and electrical appliances in the laboratories. Steps shall be taken to purchase more e-books and provide free Wi-Fi for the students.

Agenda 3: Academic Audit

Conduct an Academic Audit as a forerunner for the upcoming NAAC Visit.

Agenda 4: Key indicator allocation on various faculty.

The key indicators of various AQAR shall be distributed among the permanent faculty. The adhoc faculty shall assist the permanent faculty. The committee ~~returned~~ decided to retain a team leader for each criterion.

Agenda 5: AQAR 2020-21 Submission

Decided to submit the 2020-21 AQAR within July 31, 2022.

Agenda 6: Add on Course

Discussed on making policies for individual departments for conducting the add on courses. HoDs shall decide on commencing add on/certificate courses.

The IQAC coordinator proposed a vote of thanks.



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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 22-07-2022

1. Introduced a register at the indoor stadium, library, guest room etc. Proposal to buy e-books and to provide free Wi-Fi for students was placed before the governing body.
2. Team leaders were assigned for the allocation of various facilities in our college.
3. AQAR of the year 2020-21 was reviewed by the Committee.
4. Proposals were invited for new add on/certificate course.



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NOTICE

Sir/Madam

A meeting of the IQAC will be held at 03.40 pm on 10.08.2022 in the Principal's Office. You are cordially invited to attend the meeting. Agenda for the meeting is listed below.

Yours Sincerely

Principal

Mary Matha Arts & Science College
P.O. Vemom, Mananthavady-670 545



Agenda

1. Confirmation of the meeting held on 22.07.2022 and Action Taken Report
2. Criteria wise discussion and team wise activities
3. Student IQAC conducting the Onam celebration
4. Divyagan Friendly Campus
5. Submission of AQAR 2022-21
6. Any other matter with the permission of the chair



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MINUTES OF IQAC MEETING HELD ON 10-08-2022

Venue: Principals office

Time: 3.40 PM

Members Present

1. Ms Jisha T E
2. Dr. Ramya Krishnan M.
3. Dr. Sanu V.F.
4. Joy Joseph
5. Mr Sabu D J
6. Dr. Sr. Bindu K Thomas
7. Dr. Sidd. T J
8. Dr. Thomas monsthu
9. Mr M. Sidhu Shaji
10. Anuja P Raveendran
11. Dr P P Shaji
12. Varkey. C.J.
13. Fr. Srechan. e.c
14. Dr. Maria Madini Joseph

The Chair welcomed the members and discussion was initiated as per the agenda.

Discussion and Resolutions

Agenda 1: Confirmation of Minutes

The minutes of the meeting held on 23-07-2022 was read out by the IQAC Coordinator, confirmed and recorded. He also presented the ATR based on the decisions taken in the previous meeting.

Agenda 2: Criteria wise discussion and team wise activities.

Two committee suggested to prepare and circulate criteria wise activities. A comprehensive list of each



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activity corresponding to individual departments should be collected. Also each department should submit the report of the activity conducted in a common format. A template shall be forwarded by the IQAC coordinators to maintain the uniformity of the documents.

Agenda 3: Student IQAC conducting the Onam Celebration
The Committee discussed the conducting of Onam Celebration on 1, 2, September 2022. Student IQAC was entrusted with the coordination of the celebration. For the smooth running of the programme, various sub-committees were formed from the student IQAC team. A Whatsapp group was created for sharing co-communication.

Agenda 4: Divyangana Friendly Campus
The facilities for physically challenged students should be improved. The students should know the facilities available in the campus for divyangans.

Agenda 5: Submission of AQAR 2021-22
Discussion about the current status of AQAR. Decided to submit the AQAR for verification and to make changes if required.

The IQAC coordinator proposed a vote of thanks.



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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 10th - 08 - 2022

1. A comprehensive list of activities corresponding to individual departments were collected. A template to maintain the uniformity of the data was sent and circulated to each Department.
2. Various committees and subcommittees were created from the student IQAC team for organising Exam celebration on 1, 2 September 2022. A Whatsapp group that included various subcommittee members was created for communication.
3. The various facilities available in the campus for physically challenged students were introduced to the students.
4. The proposals submitted for the approval of various certificate courses for the academic year 2022-23 was approved by the college council.



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NOTICE

Sir/Madam

A meeting of the IQAC will be held at 03.40 pm on 12.09.2022 in the Principal's Office. You are cordially invited to attend the meeting. Agenda for the meeting is listed below.

Yours Sincerely

Principal

Principal

Mary Matha Arts & Science College
P.O. Vemom, Mananthavady-670 645



Agenda

1. Confirmation of the minutes of the meeting held on 10.8.2022 and Action Taken Report
2. Student Support in co-curricular activities
3. Life skills programs
4. Academic Fests and Film Festival
5. NAAC AQAR 2020-21 Preparation – Progress
6. IQAC Team Leader Meeting
7. Documentation – Teaching Learning Process
8. Any Other Matter with The Permission of the Chair



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MINUTES OF IOAC MEETING HELD ON 10.07.2022.

Venue: Principal's Office.

Time: 03:40 PM

Members Present:

- 1 Mr. Sabu O.F.
- 2 Dr. Ramya Krishnan M.
- 3 Ms. Shalini Rose
- 4 Ms. Jisha T E
- 5 Dr. Sanu V.F.
- 6 Dr. Siddh. C.S.
- 7 Mr. M. Dhruv Shaji
- 8 Joy Joseph
- 9 Varkkey C.J.
- 10 Ms. Rajitha Xavier
- 11 Dr. P.P. Sajin
- 12 Dr. Manu Mathan Joseph

The chair welcomed the members and discussion was initiated as per the agenda.

Discussion and Resolutions

Agenda 1: Confirmation of Minutes

The minutes of the meeting held on 08.08.2022 was read out by the IOAC coordinator confirmed and recorded. He also presented the ATR based on the decisions taken in the previous meeting.

Agenda 2: Student Support and Participation

The department should take initiatives to motivate students to participate in co-curricular



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activities. There should be improved participation in the observance of the nationally important days, gender sensitization and nature sensitization programmes organised by various cells and clubs.

Agenda 3: Life Skills Programmes.

The women cell of the college has to schedule workshops on self-defense skills and organize programmes suggested by ICC.

Agenda 4: Academic Fests and Film Festivals.

The college should provide material amenities for the conduct of the film festival which is part of experiential learning of students. The academic festivals organized by various departments should include more learning components.

Agenda 5: NAAC AQAR 2020-21 Preparation - Progress.

The college has successfully prepared the AQAR and is submitted for the verification process.

Agenda 6: IQAC Team Leader Meeting

Discussion on the progression of each criteria along with the team leaders should be done. IQAC should evaluate the data so far collected and do the necessary actions for their support if needed.

Agenda 7: Documentations

The documentation for mentoring, remedial, peer teaching, other student centric learning methods should be strengthened. The course file and course plan should be properly maintained. IQAC shall



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evaluate the documentation related to the teaching-learning process. The principal should speak to the teachers who got low scores in students' feedback.

The IQAC coordinator proposed a vote of thanks and the meeting ended by 4:30 PM.

ACTION TAKEN REPORT OF IQAC MEETING HELD ON 12-09-2022

- 1: Department wise programmes, inter departmental competitions and various day celebrations were organized.
- 2: Meetings of the leaders were organized in the IQAC for evaluating the current status of each criterion.



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NOTICE

Sir/Madam

A meeting of the IQAC will be held at 03.40 pm on 14.10.2022 in the Principal's Office. You are cordially invited to attend the meeting. Agenda for the meeting is listed below.

Yours Sincerely

Principal **Principal**

Mary Matha Arts & Science College
P.O. Vemom, Mananthavady-670 645

Agenda



1. Confirmation of the minutes of the meeting held on 12.9.2022 and Action Taken Report
2. AQAR Submission
3. Action Plan for AQAR Submission 2021-22, 2022-23
4. Team Leaders Presentation
5. Certificate courses
6. Entrepreneurship Club Activities
7. Incubation Center
8. Alumni Meet
9. Any other matter with chair's permission



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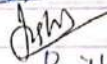



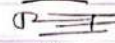





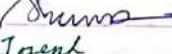

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MINUTES OF IQAC MEETING HELD ON 14.10.2022.

Venue : Principal's Office.

Time : 3:40 PM.

Members Present.

1. Joy Joseph 
2. Ms Jisha T e 
3. Dr. S. Bindu K Thomas 
4. Mr. Sabu D.J. 
5. Dr. Ramya Krishnan M. 
6. Dr. Rajitha Xavier 
7. Mr. Mathur Shaji 
8. Dr. SANA V.P. 
9. Ms Sharon Rose 
10. Dr. Sidho. C. 
11. Dr. Thomas Moroth 
12. Dr. P.P. Shajin 
13. Dr. Maria Martin Joseph 

The chair welcomed the members and discussion was initiated as per the agenda.

Discussions and Resolutions.

Agenda 1 : Confirmation of Minutes of the Meeting held on 12.09.2022.

The minutes of the meeting held on 12.09.2022 was read out by the IQAC coordinator Dr. Shajin P.P, confirmed and recorded. The ATR was also discussed in the meeting.

Agenda 2 : AQAR Submission

Discussion about the current status of AQAR. The IQAC coordinator emphasized the need for preparing



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and documenting with accuracy of data.

Agenda 3: Action Plan for AGAR Submission 2021-22, 2022-23
The seven criteria with the allotted team leaders put forward some major strategies to increase and enhance the working style to achieve more grade points for the coming NAAC visit. The committee agreed to complete the AGAR for the year 2021-22 and 2022-23. The team leaders presented various action plans to improve the performance.

Agenda 4: Team Leaders Presentation.

The team leaders presented the criteria allotted to them and pointed out the strength and weakness of their team so far.

Agenda 5: Certificate courses.

Discussed about the certificate courses organized by various departments and evaluated the performances.

Agenda 6: Entrepreneurship Club Activities.

The committee discussed the importance of organizing an Entrepreneurship Programme to promote entrepreneurial skills of students.

Agenda 7: Incubation Center

The committee had a serious discussion about the activities in the incubation and innovation center. Mr. Midhun Shaji explained the progress and updated the current status of working of the cell.



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Agenda 8: Alumni Meet

Discussed about organizing alumni meet. The committee suggested that each department should organize alumni meet and also organize alumni interaction programs.

Agenda 9: Orientation Programme.

Decided to organize an orientation programme for the first year students.

Agenda 10: Any other matter with chair's permission

- (a) The college should conduct an institutional performance survey.
- (b) Curriculum feedback to be taken from stakeholders.
- (c) The budget document should be provided to the IQAC.

The IQAC coordinator proposed a vote of thanks and the meeting ended by 4.30 PM.

ACTION TAKEN REPORT OF IQAC MEETING HELD ON 14.10.2022

- 1: Each team leader presented the criteria allotted to them and pointed out the strength and weakness of their team so far and introduced an action plan for the same.
- 2: Organized and induction programme -



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- 1: 'Dheeksharambam' for the first year students. Coordinators of various clubs, associations and committees briefed about their activities and importance. Also a campus tour was arranged to familiarize the institution.
- 2: Evaluation of progress in certificate courses offered by each department was done.
- 3: Each department listed out the programmes they would organize. Entrepreneurship Programmes to promote entrepreneurial skills of students.
- 4: Each department prepared an action plan in organizing alumni meet.



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NOTICE

Sir/Madam

A meeting of the IQAC will be held at 03.40 pm on 04.11.2022 in the Principal's Office. You are cordially invited to attend the meeting. Agenda for the meeting is listed below.

Yours Sincerely

Principal **Principal**

Mary Matha Arts & Science College
P.O. Vemom, Mananthavady-670 645
Agenda



1. Confirmation of the minutes of the meeting held on 14.10.2022 and Action Taken Report
2. Review of AQAR Preparation
3. Academic Exchange Programmes
4. Training Programmes
5. Model Exams
6. Department Activities
7. Gender awareness campaign
8. Any other matter with chair's permission



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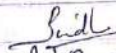

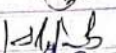
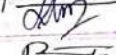
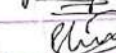
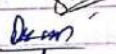
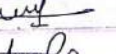
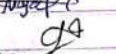
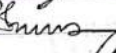

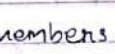
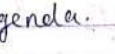
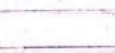
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MINUTES OF IQAC MEETING HELD ON 04.11.2022

Venue: Principal's Office

Time: 03:40 P.M

Members Present:

1. Dr. Dr. Prudh K Thomas 
2. Ms. Jisha T E 
3. Dr. Sanu V.F. 
4. Dr. Elde. K. J. 
5. Mr. Sabu D.J. 
6. Dr. Rajitha Xavier 
7. Ms. Shaem Rev 
8. Fr. Joseph 
9. Dr. Thomas Monoth 
10. Anaya P Raveendran 
11. Dr. M. Dickson Shaj 
12. Dr. P.P. Shajin 
13. Dr. Maria Martin Joseph 

The chair welcomed the members and discussion was initiated as per the agenda.

Discussion and Decisions:

Agenda 1: Confirmation of minutes of the meeting held on 11.10.2022

The minutes of the meeting held on 11.10.2022 was read out by the IQAC coordinator, Dr. Shajin P.P., confirmed and recorded. The ATR was also discussed in the meeting.

Agenda 2.: Review of AQAR Preparation.

Decided to review the current status of



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AAAR Preparation. All the ~~team~~ leaders should present the criteria and also should collect maximum details as soon as possible.

Agenda 3 : Academic Exchange Programmes
Each department should organize various academic exchange programmes. Successful program completion represents an excellent measure of personal flexibility, encompassing an ability to reach compromise, focus and succeeds through challenging time. This will lead students towards acceptance and understanding of an array of different cultural and community perspectives.

Agenda 4 : Training Programmes.
Suggested that both teaching and administrative staff must attend a maximum number of training programmes. Attending training programmes help to improve the individual's level of awareness, increase an individual's skill in one or more areas of expertise and to increase one's motivation to perform their job well.

Agenda 5 : Model Exams
Model exams should be arranged for the students appearing for the semester exams which helps to analyze the preparation and performance and also in time management.



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Agenda 6: Department Activities

Suggested that Department should organize various activities that help the students to blend in the society and help them to grow their values.

Agenda 7: Gender awareness Campaign.

Should organize a gender awareness programme. The programme aims to promote and encourage a general understanding of gender-related challenges, for instance, violence against women and the gender pay gap.

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The IQAC coordinator proposed A Vote of Thanks.

Action Taken Report of IQAC Meeting Held On 04.11.2022

- 1: Organized a review meeting to evaluate the current status of AQAR preparation. All the team leaders presented the criteria and listed the pending details required.
- 2: The Department of Computer Science in association with Pazhassinjaya College Pulpally, initiated the Academic Exchange programme. Mr. Sabu OJ, Asst. Professor, was the resource person on the topic Python for Data Management.
- 3: Administrative staff enrolled and participated in a two day training programme for administrative staff organized by the Deputy Directorate of Collegiate Education.
- 4: Model Exams were arranged for the students appearing for the fifth semester exams and result were published.
- 5: The Department of Mathematics organized a cleaning campaign to increase the social awareness among the students.
- 6: The women cell in association with IQAC organized a gender awareness campaign for the students.



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NOTICE

Sir/Madām

A meeting of the IQAC will be held at 03.40 pm on 02.12.2022 in the Principal's Office. You are cordially invited to attend the meeting. Agenda for the meeting is listed below.

Yours Sincerely


Principal
Mary Matha Arts & Science College
P.O. Vemom, Mananthavady-670 645



Agenda

1. Confirmation of the minutes of the meeting held on 04.11.2022 and Action Taken Report
2. AQAR Preparation
3. MoU's
4. Interdepartmental competitions
5. LMS
6. Organize seminars.
7. MOOC courses
8. Activities of clubs and associations.
9. Any other matter with chair's permission



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





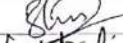

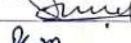


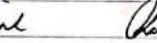

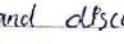
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MINUTES OF IQAC MEETING HELD ON 02-12-2022

Venue: Principals' Office

Time: 03.40 PM

Members Present:

- 1 Mr. Sabu O J 
- 2 Dr. Panya Keshnan M. 
- 3 Dr. Sr. Pill K Thomas 
- 4 Ms. Juhra T E 
- 5 Ms. Michu Shaji 
- 6 Dr. SANU V.F 
- 7 Dr. Rajitha Xavier 
- 8 Sharon Rose 
- 9 Dr. Stella I.C.S. 
- 10 Prof. Thomas Monoth 
- 11 Jog Joseph 
- 12 Varkkey CJ 
- 13 Dr. P S Shaji 
- 14 Dr. Maria Martin Joseph 

The Chair welcomed the meeting and discussion was initiated as per the agenda.

Discussion and Decisions

Agenda 1: Confirmation of Minutes

The minutes of the meeting held on 04-11-2022 was read out by the IQAC coordinator Dr. Shaju P.P., Confirmed and recorded. The ATR was also discussed in the meeting.

Agenda 2: AQAR Preparation

Directed to make further improvements in the AQAR preparation.



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Agenda 3 : MoU's

Suggested that each department should sign academic related MoU's with other institutions and organizations.

Agenda 4 : Intendepartmental Competitions

Should organize intendepartmental competitions and programmes which make the students familiarize with other departments.

Agenda 5 : LMS

LMS should be made compulsory and instructed Mr. Bibin Jose to make a demo of the same as soon as possible.

Agenda 6 : Organize Seminars

Suggested that we should organize national seminars. Seminars related to entrepreneurship and research methodologies should be done with immediate effect.

Agenda 7 : MOOC courses

Instructed that each mentor should help the students in registering for the MOOC courses. The mentors can help in finding the suitable courses that help in their curriculum.

Agenda 8 : Activities of clubs and associations

All the clubs and associations should organize various programmes.

The IGAC Coordinator proposed a vote of thanks and the meeting ended by 4:30 P.M.



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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 03.12.2022

- 1: Discussed the status of document submission and completion of AQAR. Team leaders presented the status report and presented the timeline for completion.
- 2: Various departments signed academic MOU's with various institutions and organizations for academic excellence. Department of Computer science organized a campus visit programme of MOU signing for ICT support between Department of Computer science & St. Martin's LP School Onclayangaadi.
- 3: Organized interdepartmental competitions and programmes which makes the students familiarize with other departments.
- 4: A national seminar was organized on the topic. The Department of Mathematics organized a seminar on entrepreneurship and the Department of English organized a webinar on research methodology.
- 5: Registration drive was organized for the MBOC courses and the mentors guided the students in registering for the same.
- 6: Association inauguration and other competitions were organized by various clubs.



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NOTICE

Sir/Madam

A meeting of the IQAC will be held at 03.40 pm on 03.01.2023 in the Principal's Office. You are cordially invited to attend the meeting. Agenda for the meeting is listed below.

Yours Sincerely

Principal

Mary Matha Arts & Science College
P.O. Vemom, Mananthavady-670 645

Agenda



1. Confirmation of the minutes of the meeting held on 02.12.2022 and Action Taken Report
2. 2021-22 AQAR Preparation
3. To organize Awareness Programme on Intellectual Property Rights
4. LMS Demonstration
5. Extension Programmes
6. Interdepartmental competitions
7. N-List
8. Any other matter with chair's permission



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MINUTES OF IQAC MEETING HELD ON 03-01-2023

Venue : Principal's Office

Time : 3:40 PM

Members Present

- 1 Dr. Ramya Krishnan M.
- 2 Ms Jisha T E
- 3 Dr. An. Bindhu K Thomas
- 4 Mr Sabu D.J
- 5 Mr Midhun Shy
- 6 Dr. Eldo C. J.
- 7 Joy Joseph
- 8 Dr. Sanu V.F.
- 9 Dr. Thomas Monothu
- 10 Varkey C.J.
- 11 Anya P Raveendran
- 12 Dr P.P. Raju
- 13 Fr. Srechan. C.C
- 14 Dr. Maria Mathu. Joseph

The chair welcomed the meeting and discussion was initiated as per the agenda.

Discussion and Decisions.

Agenda 1: Confirmation of the minutes

The minutes of the meeting held on 02-12-2022 was read out by the IQAC Coordinator Dr. Shaju P.P. The minutes was confirmed and recorded. The ATR was also discussed in the meeting and approved.

Agenda 2: AQAR Preparation

Directed each stream leader to make entries of the quantitative and qualitative data collected. IQAC was directed to verify the data and organize



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review meetings to make modifications, if any.
Also decided to convene a combined meeting of staff to discuss the status of each criteria.

Agenda 3: To organize Awareness Programme on Intellectual Property Rights.
Each Department should organize awareness programmes on Intellectual property rights.

Agenda 4: LMS Demonstration.
Decided to organize a demonstration LMS and Mr. Bibin Jose, Assistant Professor, Department of Computer Science, was entrusted with the task.

Agenda 5: Social Extension Programmes.
Social extension activities help students to improve their social skills, connect to peers and community, improve self esteem and also enhance academic performance. To cultivate these qualities, the departments should take initiatives to organize social extension programmes.

Agenda 6: Intercollegiate competitions, fests and programmes to provide students to interact with students from other colleges.

Agenda 7: N-List
Decided to provide the final year students access to N-List which will assist students in their project preparation.

The IQAC Coordinator proposed a vote of thanks.



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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 08-01-2022

1. Organized a combined meeting of staff to discuss the current status of AQAR. Criteria wise discussion and evaluation took place. Each team leaders listed out the data needed and was collected in a given period of time. All the criteria were discussed separately.
2. The Department of Computer Science organized an Awareness Programme on Intellectual Property Rights under the National IP Awareness Mission (NIPAM 2.0) on 4 January 2023.
3. Demonstration for LMS was organized. Mr. Bibin Jose, Assistant professor, Department of Computer science was the resource person.
4. The Department of computer Science visited an old age home St Mathew's Bhavan, Parthoor, Sulthan Bathery on 23 January 2023 as part of social extension Programme.



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NOTICE

Sir/Madam

A meeting of the IQAC will be held at 03.40 pm on 02.02.2023 in the Principal's Office. You are cordially invited to attend the meeting. Agenda for the meeting is listed below.

Yours Sincerely


Principal **Principal**
Mary Matha Arts & Science College
P.O. Vemom, Mananthavady-670 645
Agenda



1. Confirmation of the minutes of the meeting held on 03.01.2023 and Action Taken Report
2. AQAR Preparation
3. Finishing School programme
4. Extension programmes
5. Training for Administrative Staff
6. Any other matter with chair's permission



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MINUTES OF IRAC MEETING HELD ON 02.02.2023

Venue : Principal's office

Time : 3.10 P.M

Members Present:

- 1 Ms. Sharmila Raveendran
- 2 Dr. Thomas Mathew
- 3 Mr. Laban O.J
- 4 Ms. Jisha T E
- 5 Dr. Ramya Krishnan M.
- 6 Mr. Midhun Shaji
- 7 Joy Joseph
- 8 Dr. Sr. Bindhu K Thomas
- 9 Anya P Raveendran
- 10 Dr. Rajitha Xavier
- 11 Dr. P.P. Shaji
- 12 Varkey C.J
- 13 Dr. Maria Martin Joseph

The chair welcomed the meeting and discussion was initiated as per the agenda.

Discussion and Decisions

Agenda 1 : Confirmation of the minutes of the meeting
The minutes of the meeting held on 02.01.2023 was read out by the IRAC coordinator Dr. Shaji PP. It was confirmed and recorded. The ATR was also discussed in the meeting.

Agenda 2 : AQAR preparation.

Decided to review the Documents submitted by each team. The documents submitted shall be verified and modifications, if any, shall be incorporated.



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The team leader along with the team members should attend the review meeting.

Agenda 5: Finishing School programme

Directed to organize finishing school programme for the final year students. Dr. Sanu V F, Finishing School Coordinator, shall organize the programme and brief faculty and students about the programme and give directions.

Agenda 4: To organize Various Extension Programmes

All the departments should organize various extension activities to improve the social skills of our students.

Agenda 5: Training for Administrative Staff.

To organize more training programmes for administrative staff.

The IQAC coordinator proposed a vote of thanks.

ACTION TAKEN REPORT OF IQAC MEETING HELD ON 02.02.2023

5. Inaugurated the finishing school programme on 21 February 2023. The programme was coordinated by Dr. Sanu V F, Finishing School Coordinator. The programme was charted as three sessions, the first two sessions were on quality profile building. The session was led by Fr. Noble Thomas Paraykkal, Director, FEDPR Foundation. The Quality Profile Building programme was designed to help students to build their quality profiles by focusing on key areas that are important to employers, colleges and universities. The programme helped



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students to understand the importance of building a quality profile. This included maintaining strong profile such as increased employment opportunities and acceptance to top colleges and universities. Students were also introduced to the concept of branding and how their quality profiles were critical in creating their personal brand.

2. Organized a combined meeting to discuss the current status of AQAR. Criteria wise discussion along with evaluation was conducted. Each team leader listed the data needed for the timely submission of the AQAR in a given period of time. All the criteria were discussed separately. Also various departments organized finishing school programs.

3. Criteria wise discussions and review meetings were organized. Members of each team attended the review meeting. The documents submitted were verified and directed to modify and submit the documents with the prescribed changes.

4. Various departments organized various extension activities. Department of English organized Schollage-Extension activity in collaboration with GHSS Thrissilery. Department of Chemistry organized quality analysis of drinking water in Ondayangadi. Department of Mathematics organized 'Each one teach One' in collaboration with Assisi LP School, Cheloor.

5. Organized a training programme for the administrative staff on 10 February 2023 on the topic cloud storage in Office Administration. Also in association with ESAF Bank organized an awareness programme for administrative staff on the topic 'Good Financial Behaviour - Our Saviour' as part of RBI Financial Literacy Week 2023.



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NOTICE

Sir/Madam

A meeting of the IQAC will be held at 03.40 pm on 23.02.2023 in the Principal's Office. You are cordially invited to attend the meeting. Agenda for the meeting is listed below.

Yours Sincerely

Principal **Principal**
Mary Matha Arts & Science College
P.O. Vemom, Mananthavady-670 645
Agenda



1. Confirmation of the minutes of the meeting held on 02.02.2023 and Action Taken Report
2. AQAR 2021-22
3. AQAR 2022-23 Preparation and Allocation of key indicators
4. Merit day and farewell
5. Mega Alumni meet
6. College Day
7. Academic Exchange programme
8. Faculty development programmes - OBE Workshop
9. Financial assistance for FDP
10. Day Celebrations and Departmental Programmes, Finishing School Programmes
11. To organize Various Extension programmes
12. Any other matter with chair's permission



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MINUTES OF IQAC MEETING HELD ON 23-02-2023

Venue: Principal's office

Time: 3.40 P.M

Members Present

- 1 Mr. Madhu Shaji
- 2 Dr. Rajitha Xavier
- 3 Dr. Eldho. I.C.S.) *[Signature]*
- 4 *[Signature]*
- 5 Dr. Thomas Monath) *[Signature]*
- 6 Dr. Samu V.F.) *[Signature]*
- 7 Mr. B. B. K. Thomas
- 8 J. J. Joseph) *[Signature]*
- 9 Anya P. Raveendran) *[Signature]*
- 10 Dr. S. P. Sajin) *[Signature]*
- 11 Vazkey C. J.) *[Signature]*
- 12 Fr. Subichan. C.C.) *[Signature]*
- 13 Dr. Maria Martin. Joseph) *[Signature]*

The chair welcomed the meeting and discussion was initiated as per the agenda.

Discussion and Decisions.

Agenda 1: Confirmation of the Minutes.

The minutes of the meeting held on 02.02.2023 was read by the IQAC coordinator Dr. Shaju PP, and it was confirmed and recorded. The ATR was also discussed in the meeting.

Agenda 2: AQAR 2021-22

The status of AQAR 2021-22 was presented. Decided to check the entries made by each team and give modifications, if any.



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Agenda 3 : NAAR 2022-23 Preparation and Allocation of key indicators.

Decided to divide the key indicators among the permanent faculties for the NAAR 2022-23 preparation and they should enter the data in the website along with the supporting documents. All the deans/leaders should submit the workload statement of criteria preparation to divide the key indicators equally. A review committee will be organized to verify the data entered under each key indicator.

Agenda 4 : Merit day and farewell

To organize a merit day and farewell programme on 2 March 2023 to honour the retiring teachers - Dr. Rajeev Thomas, Associate Professor, Department of Chemistry and Mr. George Thomas, Associate Professor, Department of English and the best outgoing student - Ms. Anisha Dinesh and achievers in various academic and extra-curricular activities.

Agenda 5 : Mega Alumni meet

Decided to organize a mega alumni meet on 12 March 2023.

Agenda 6 : College Day

Decided to conduct college day on 13 March 2023.

Agenda 7 : Academic Exchange programme

All the departments should organize more academic exchange programmes to enhance the social, and academic skills of our students.



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Agenda 8 : Faculty development programmes
Decided to organize faculty enrichment programmes. Mr. Mithun Shaji, Assistant Professor, Department of Computer Science was appointed as the coordinator of the same.

Agenda 9 : Financial assistance for FDP
To provide financial assistance for FDP and other programmes attended by our faculty by the institution.

Agenda 10 : Day celebrations and Departmental Programmes, Finishing School programmes.
All the departments should actively participate in organizing departmental activities, day celebrations and finishing school programmes.

Agenda 11 : Extension Activities
Should organize extension activities with active participation of the students.

The IQAC coordinator proposed a vote of thanks.

ACTION TAKEN REPORT OF IQAC MEETING HELD ON 23-02-2023

1. Review meeting of AQAR 2021-22 was organized after presenting of the modifications suggested.
2. The team leaders submitted the work load of each criteria and key indicators for the AQAR 2022-23 preparation were divided among the permanent faculties.
3. Merit day and Farewell function was held on 02 March 2023 in the college auditorium. The function was primarily organized to honour the retiring teachers - Dr. Rajeev Thomas, Associate professor, Department



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of chemistry and Mr. George Thomas, Associate professor, Department of English, the best outgoing student - Ms Anagha Dinesh and achievers - students and faculties in various academic and extracurricular activities. His excellency: Mar Alex Thunamangalam was the chief guest of the event. Dr. Maria Martin Joseph, Principal, Rev. Fr. Sibichan Chelakkapalli, Associate Manager, Mr. Varkey MJ, PTA President and Sujith M, Union chairperson presided the function.

4. Alumni Association of Mary Matha Arts and Science college, Mananthavady Organized a Mega Alumni Meet - GLAD TO MEET YOU on 11 March 2023. The alumni had the opportunity to interact with each other and reminisce about their time in college. More than 500 alumni belonging to various batches from the inception of the college reported for the meeting. Some alumni shared their achievements and experience since graduating from the department. Many also expressed their gratitude towards the faculty for their guidance and support during their time in college.

5. The college Union of Mary Matha Arts and Science College Mananthavady organized a college day on 13 March 2023. It was followed by a live music programme. Union advisor Mr. Sabu OJ coordinated the programme.

6. Mary Matha Arts and Science College and Christ College Injalakuda signed Memorandum of Understanding (MOU) between two institutions for the Academic Exchange Programme. The students of Christ College Injalakuda visited Mary Matha Arts and Science College Mananthavady on 24, 25 March 2023. Various student interactive programmes were arranged.

Dr. Eltho K J, Department of Computer Science



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Coordinated the student exchange programme.

7. IQAC Mary Matha Arts and Science College Mananthavady organized a one day workshop on Assessment in Outcome Based Education (OBE) as part of the faculty development programme on 20 March 2023. Mr. Andrews Jose, Assistant Professor, Viswajyothi College of Engineering and Technology, Vazhakulam was the resource person. Mr. Midhun Shaji, Assistant Professor, Department of computer science coordinated the programme.

8. Mary Matha Arts and Science College, Department of social science Economics organized Unpacking the Budget: A Post Union Budget Panel Discussion, on 24th February 2024. Budget panel Discussion was the best practice programme of the Department of social science Economics. The second series of post Budget panel Discussion was inaugurated by college Associate Manager Fr. Sibichan Chelakkappillil, Mr. Samshad Marakkar (District Panchayat President, Wayanad), Mr. Justin Baby (Block Panchayat President, Mananthavady, Wayanad), Dr. Shanavas P. H (Assistant Professor, Dept. of Economics KMM Govt. College, Kannur), speakers of panel discussion, Dr. Shaju P. P, Associate Professor, Dpt. of Journalism, Mary Matha Arts and science college Mananthavady was the Moderator of the panel Discussion. Finishing School programmes were organized by the Department of Mathematics, Department of English, Department of commerce and Department of social science chemistry. National Seminars were organized by the Department of chemistry and the Department of social science Economics. National Science Day, Women's day and World consumer



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Day were also celebrated.

9. The Department of zoology in association with the Incubation cell organized an extension activity - Khat's in your water - water quality testing camp in connection with world water Day on 22 March 2023.



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NOTICE

Sir/Madam

A meeting of the IQAC will be held at 9.30 am on 30.03.2023 in the Principal's Office. You are cordially invited to attend the meeting. Agenda for the meeting is listed below.

Yours Sincerely

Principal 
Principal
Mary Matha Arts & Science College
P.O. Vemom, Mananthavady-570 545



Agenda

1. Confirmation of the minutes of the meeting held on 23.02.2023 and Action Taken Report
2. AQAR 2022-23 preparation
3. Financial assistance for FDP
4. Physical Infrastructure
5. Research Publications
6. Meeting of the team leaders
7. Any other matter with chair's permission



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MINUTES OF IQAC MEETING HELD ON 30.03.2023

Venue : Principal's Office

Time : 9.30 A.M

Members Present

1. Joy Joseph
2. Dr. Thomas Manoth
3. Ms. Sharmila Lale
4. Ms. Jisha T E
5. Dr. Samu V.F
6. Mr. Madhukar Shaji
7. Dr. Eldho P.S.
8. Mr. Sabu O.J
9. Dr. Sr. Bridhu K Tharu
10. Dr. Ramya Krishnan M
11. Dr. Rajitha Xavier
12. Dr. P.P. Shaji
13. Anya P Raveendran
14. Varkey C.J
15. Dr. Maria Martin Joseph

The chair welcomed the meeting and discussion was initiated as per the agenda.

Discussion and Decisions

Agenda 1 : Confirmation of the minutes

The minutes of the meeting held on 23.02.2023 was read out by the IQAC coordinator. Dr. Shaji P.P., Confirmed and recorded. The ATR also discussed in the meeting.

Agenda 2 : AQAR 2022-23 preparation

To complete the preparation of AQAR 2022-23 and to submit the same by June and to do the necessary arrangements for the upcoming NAAC visit in 2024.



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Agenda 3 : Financial assistance for FDP

All the faculties should avail the financial support assistance provided by the institution. Ms. Sharon Rose, Assistance Professor, Department of English was instructed to coordinate the same.

Agenda 4 : Physical Infrastructure

To make the required augmentation in the physical facilities by the end of the academic year. Necessary suggestions were invited.

Agenda 5 : Research Publications

All the research departments should publish at least five research publications in a year. Research guides should take initiatives in mentioning the name of research centers in the publications.

Agenda 6 : Meeting of the team leaders.

Decided to organize a meeting of the team leaders to collect further suggestions regarding the AQAR 2022-23 preparation. Key indicators for the AQAR preparation are divided among the permanent faculties. They should collect the data for the key indicators and should upload the details in the website along with the required supporting documents.

The IQAC coordinator proposed a vote of thanks.



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ACTION TAKEN REPORT OF IGAC MEETING

HELD ON 30.03.2023

1. The financial assistance for FDP was availed by different faculties.
2. A meeting of the team leaders was organized in the IGAC. The details of the IGAP 2022-23 shall be prepared and submitted by the teachers to the IGAC by 30 April 2023.