

IQAC Meetings Report 2018-19

Date	Meeting	Agenda	Action Taken
08.06.2018	Meeting with the teaching staff, Principal and Admission Nodal Officer	<ul style="list-style-type: none"> ● Allocation of duties and responsibilities ● Admission 	<ul style="list-style-type: none"> ● Allotted duties and responsibilities among teaching staff ● Evaluated the performance of last year ● Academic Calendar prepared ● Appointed a college level Nodal officer for P.G. and U.G. admission
22.06.2018	Meeting of teaching staff	<ul style="list-style-type: none"> ● Admission for 2018-19 ● Discussion on guidelines circulated ● Website updation 	<ul style="list-style-type: none"> ● Website updated and relevant information about all stakeholders were uploaded ● Detailed procedure for admission was prepared by the Nodal officer in accordance with university guidelines
02.07.2018	Meeting of teaching staff	<ul style="list-style-type: none"> ● Criterion wise discussion ● Uniform for students 	<ul style="list-style-type: none"> ● AAA Report and Self Appraisal Reports for the last year were submitted by all the Departments
19.07.2018	Meeting of teaching staff	<ul style="list-style-type: none"> ● Plan of Action ● Submission of Criterion reports ● Attendance 	<ul style="list-style-type: none"> ● Started the Preparation of Academic master plan ● Submitted Criterion reports by all the Departments ● Introduced punching system for P.G. students
27.07.2018	Meeting of teaching staff	<ul style="list-style-type: none"> ● Finalization of Academic and College Master Plan 	<ul style="list-style-type: none"> ● Academic master plan prepared ● Started the preparation of AQAR 2018-19

		<ul style="list-style-type: none"> • Preparation of AQAR 	
25.09.2018	Meeting of the IQAC core committee with the MLA and Municipal Chairperson	<ul style="list-style-type: none"> • III Cycle Accreditation 	<ul style="list-style-type: none"> • Discussed the current status of III Cycle Accreditation process with MLA
25.09.2018	Meeting of the IQAC core committee with the Hon. Vice Chancellor of Kannur University	<ul style="list-style-type: none"> • III Cycle Accreditation 	<ul style="list-style-type: none"> • Discussed the current status of III Cycle Accreditation process with Hon. Vice Chancellor of Kannur University
16.10.2018	Meeting of teaching staff	<ul style="list-style-type: none"> • Profile updation and preparation of self appraisal report by teachers • Discussion on IIQA and Accreditation 	<ul style="list-style-type: none"> • Updated teacher profile • Started the preparation of IIQA
04.12.2018	Meeting of the IQAC core committee	<ul style="list-style-type: none"> • Submission of IIQA • SSR Preparation and submission • Payment of accreditation fee 	<ul style="list-style-type: none"> • IIQA submitted • Prepared SSR as per the new manual •
11.12.2018	Meeting of Teacher IQAC	<ul style="list-style-type: none"> • Discussion on Criterion presentation 	<ul style="list-style-type: none"> • Decided to start criterion wise presentation from 11th January 2019
19.12.2018	Meeting of Heads of the Departments	<ul style="list-style-type: none"> • Discussion on Department level presentation 	<ul style="list-style-type: none"> • Decided to start Department level presentation from 8th February 2019

04.01.2019	Meeting of the IQAC core committee	<ul style="list-style-type: none"> • Presentation of Criterion 1 	<ul style="list-style-type: none"> • Discussions were held on Criterion 1 presentation
10.01.2019	Meeting of Mentors	<ul style="list-style-type: none"> • Discussion about Student Satisfaction Survey 	<ul style="list-style-type: none"> • Ensured the availability of Wi-Fi in the campus for successful completion of Student Satisfaction Survey
11.01.2019	Meeting of the IQAC core committee	<ul style="list-style-type: none"> • Presentation of Criterion 2 	<ul style="list-style-type: none"> • Discussions were held on Criterion 2 presentation
18.01.2019	Meeting of the IQAC core committee	<ul style="list-style-type: none"> • Presentation of Criterion 3 	<ul style="list-style-type: none"> • Discussions were held on Criterion 3 presentation
25.01.2019	Meeting of the IQAC core committee	<ul style="list-style-type: none"> • Presentation of Criterion 4 	<ul style="list-style-type: none"> • Discussions were held on Criterion 4 presentation
01.02.2019	Meeting of the IQAC core committee	<ul style="list-style-type: none"> • Presentation of Criterion 5 	<ul style="list-style-type: none"> • Discussions were held on Criterion 5 presentation

Meeting with all the teaching staff.

Principal and Admission model officer.

Venue: Principal's office.

Date: 8/6/18

Agenda

1. Allocation of duties and responsibilities
2. Admissions

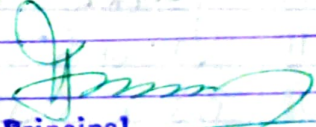
1	Ranga Krishnan M.	
2	Rajitha Xavios	
3	Dr. Mercy Ignatius	
4	Rayo Francis	
5	Thomas Monoth	
6	Shaji P P	
7	Rakesh Kalia	
8	Joseph K. J	
9	Biji Joseph	
10	Biney Joseph	
11.	Geetha Antony	
12.	Lisha A	
13	Jisha T E	
14	Toby K. Joseph	
15	George Thomas	
16.	Fr. George Hyladod	
17	Saris James	
18.	Nizmale Borges	
19	Rajeev Thomas	
20	Bibin Jose	
21	Joy Joseph	
22	Bindu K. Thomas	

Plan of action

- Academic calendar for 2018/19 and its preparation by Ms. Bipin Jose.
- Admission Procedure was discussed with teacher. Model officer George Thomas, Explained the details
- Evaluation of performance for last year
- Admissions:-

On line application for degree admission started on 19/5/2018. Admissions at college will be on 26 & 30 June 2018.

- The academic calendar for this year was discussed.
- To work out the mechanism for ensuring timely efficient, and periodic - progressive performance of academic, administrative, research and extension activities regular basis


Principal

Mary Matha Arts & Science College
P. O. Vemom, Mananthavady 670643

Meeting of the teaching staff with IQAC members.

Venue: IQAC Date: 22/6/18.

Agenda

1. Admission for 2018-19.
2. Result Analysis
3. Website updation.

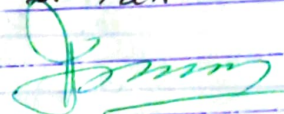
1. Bindhu K. Thomas	<u>Bindhu</u>
2. Mureep Ignellus	<u>Mureep</u>
3. Rajitha Xavier	<u>Rajitha</u>
4. N. Anale Berge	<u>Anale</u>
5. Rakesh. Kalia	<u>Rakesh</u>
6. George Thomas	<u>George</u>
9. Shaju P P	<u>Shaju</u>
10. Geetha Antony	<u>Geetha</u>
11. Joseph K. J	<u>Joseph</u>
12. Ranjya Krishnan M.	<u>Ranjya</u>
13. Binoy Joseph	<u>Binoy</u>
14. Rev. Francis	<u>Francis</u>
15. Binu Joseph	<u>Binu</u>
16. B. S. S. S. S.	<u>B. S. S. S. S.</u>
17. Toby. K. Joseph	<u>Toby</u>
18. Sudha Devi A R	<u>Sudha</u>
19. THOMAS MANOJH	<u>Manojh</u>
20. Fr. George. P. V.	<u>George</u>
21. Sabu O. J.	<u>Sabu</u>
22. Jisha T R	<u>Jisha</u>

The meeting began with the welcome address by IQAC Coordinator Dr. Maria Martin Joseph.

A consolidated procedure for UG and PG admission for the current year was presented by Mr. George Thomas. (College level Nodal Officer)

Action Plan

- Upload relevant information about all stakeholders
- Website to be updated with a standardised pattern
- Data for AQAR to be submitted to IATC before 30/6/2018.



Principal

Mary Matha Arts & Science College
P. O. Vemom, Mananthavady 670643

2/7/18


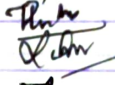

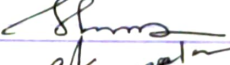
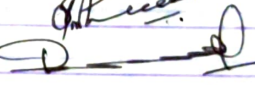
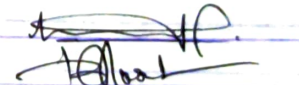
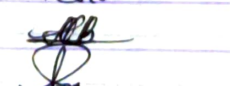
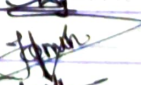
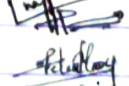
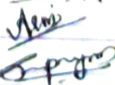
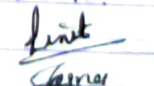
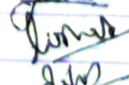
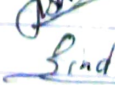





Meeting of the teaching staff along with
ICAC members

Venue: ICAC

Date: 2/07/2018

Agenda

1. Criteria wise discussion
2. Uniform for students
- 3.

01		
02	Binoj Joseph	
03	Rees Francis	
04	Patu O.T.	
05	Toby K. Joseph	
06	Shaji P.P.	
07	Sijo A.B.	
08	Rajan Thomas	
09	Liton C.T.	
10	Joseph K.J.	
11	Nixmale Bergis	
12	Liji Joy	
13	Tomis K. Joy	
14	Preethy N.R.	
15	Helen Mary John	
16	Amin Abraham	
17	Sarenya.M	
18	Linet Rose T	
19	Jana Augustine	
20	Lisha A	
21	Jisha T.E.	
22	Bindhu K. Thomas.	
23	Ganga Krishnan M.	
24	Mary Ignatius	
25	Biju Joseph	

Action plan

1. IQAC request all the department to submit their: AAA report, self appraisal report and criterion template both qualitative and quantitative data before exam holidays.
- Appropriate bench mark may be done.
 - All members of IQAC be requested to send their timely suggestion necessary for the overall quality enhancement.



Principal

Meyy Matha Arts & Science College
P. O. Yemom, Mananthavady 670645

Meeting of the teaching staff and 1200 members: date: 19/07/18.

Agenda

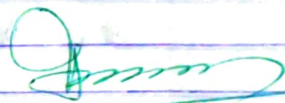
1. Plan of Action
2. Improve the attendance
3. To submit the criteria-report
4. Orientation and bridge course.

1. Linet Rose J	Linnet
2. Amin Abraham	Amin
3. Sreeraj M	Sreeraj
4. Rajan Thomas	Rajan
5. Anoop Paul	Anoop
6. Isha T E	Isha
7. Lisha A	Lisha
8. Sharon Rose	Sharon
9. Shobina K.P	Shobina
10. Geetha Antony	Geetha
11. Jasma Augusteie	Jasma
12. Papi Joseph	Papi
13. Bibis Jon	Bibis
14. Niveela Borges	Niveela
15. Rajitha Xavier	Rajitha
16. Mury Ignatius	Mury
17. Bindhu K. Thomas	Bindhu
18. THOMAS MONOQH	THOMAS
19. Prince Philip	Prince
20. Sabu O. J.	Sabu
21. Sudeha Devi AR	Sudeha
22. Fr. George. p.v.	Fr. George

~~App~~ The minutes of the previous meeting was unanimously approved by the committee. The minutes of the previous meeting was read, confirmed and recorded.

Action Plan:

- Academic Master plan to be prepared
- Punching system to be introduced for students
- All the department should submit their curriculum.
- report and template before 26/7/2018.



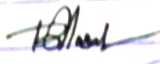


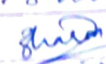










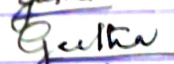
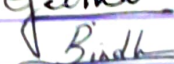
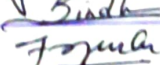
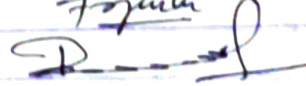



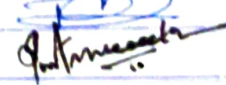
Principal

Mary Matha Arts & Science College
P. O. Vemom, Manaathavady 670643

Meeting of the teaching staff at 1200
on 27/07/2019.

Agenda.

1. Finalization of Academic & College Master Plan
2. Centenary preparation - (AQR)

1. Joseph K. J. 
2. Mary Ignatius 
2. Shajin P. P. 
4. Shalva Rose 
5. Nisha A 
6. Jisha R K 
7. Binoy Joseph 
8. Toby K Joseph 
9. Rev. Francis 
10. Thomas Morata 
11. Bibin Jose 
12. Biju Joseph 
13. Sreeraya M 
14. Jasna Augustine 
15. Geetha Antony 
16. A. Bindhu K. Thomas 
17. Fr. George P.V. 
18. Rajeev Thomas 
19. Alexmala Bergis 
20. Libin C.T. 
21. Prince Philip 
22. Fr. Gijo A. K. 

The minutes of the previous meeting was unanimously approved by members.

20/10/18

Action Plan

- Prepare and submit the AQAR 2017-18. IQAC coordinator informed the IQAC members that no new changes are brought by NABC as on 22nd December 2017 in AQAR. in line with the new NABC A&A methodology
- Dr. Geetha Antony and Raju Joseph given responsibility to prepared academic master plan.

Principal

Mary Matha Arts & Science College,
P. O. Vemom, Mananthavady 579642


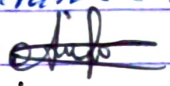
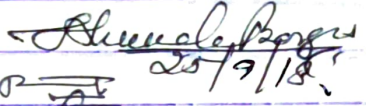






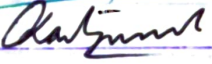
Meeting of the IQAC members with MLA and
Municipal Chairperson.

Venue: Principal's Office

Date: 25/9/2018.

Agenda

1. Accreditation III cycle.

1. C. R. Saseendran M.L.A. 
2. Abhilash MS 
3. Mary Alexale Borges 
25/9/18
4. Rajitha Xavier
5. Susha Devi A R 
6. Lisha A 
7. Prince Philip 
8. George Thomas 
9. Joy Joseph 
10. Savio James V 
11. Maria Martin Joseph IQAC 

meeting started with a welcome speech by
Dr. Savio James chairman of the IQAC.
Also principal explained the current status
of our college. Informed MLA about the
III cycle of re-accreditation.

Action Plan

Take the help of MLA for getting new
courses, which recommended by University to
Kerala Government. M. Com, M. Sc Zoology

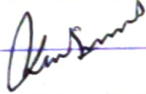
Meeting of the IQAC members with Hon. Vice-Chancellor
of Kannur University.

Venue: Principals Office.

Date: 25/9/2018.

- | | |
|------------------------|---------------------|
| 1. Geetha Antony | Geetha |
| 2. Joseph K. J | Joseph |
| 3. Maria Martin Joseph | Maria Martin Joseph |

As the Vice-Chancellor was new to Kannur University and our college. Generally discussed about the college and worked all the best for the II cycle of accreditation.


Dr. Maria Martin Joseph
IQAC Coordinator

Meeting of the members of the teaching staff at IQAC

Date: 16/10/2018.

Venue: IQAC office.

Agenda

1. Profile and Self Appraisal of the teachers
2. Website updation by the teachers.
3. Completion of criteria.
4. Discussion on IQA and Accreditation.
5. Any other matters.

Members Present:

1. Jisha T R
2. Rajitha Xavier
3. Sabu O. J.
4. Toby K. Joseph M. 10
5. Bibio John
6. George Thomas
7. Geetha Antony
8. Rejessa Thomas
9. Joseph K. J.
10. Lisha A
11. Sharon Rose

Jisha
Rajitha
Sabu
Toby
Bibio
George
Geetha
Rejessa
Joseph
Lisha
Sharon

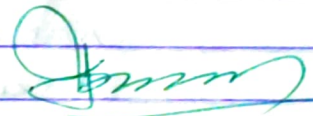
Guest faculty:

1. Sreerupa M
2. Jena Augustine
3. Dr. Linet Rose J
4. Preetly N. R
5. Vidana V. D
6. Helen Mary John
7. Dilssee K
8. Shanmukhadass C. M
9. Gomin K. Jay
10. Reshma Raj
11. Knoop Paul

Sreerupa
Jena
Linet
Preetly
Vidana
Helen
Shanmukhadass
Gomin
Reshma
Knoop

Decisions

- Profile and self appraisal should be prepared and submit to 1000 website



Principal

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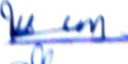




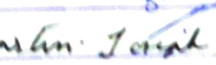

Meeting of the Core Committee members of IQAC

Date: 4/12/2018

Venue: IQAC

Agenda:

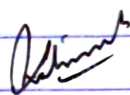
1. SSR preparation - final
2. Submission of HRA & Payment
3. Submission of SSR
4. Duties and Responsibilities of various ~~core~~ Committee

1. Joseph K. J. 
2. Rakesh Kalia 
3. Joy Joseph 
4. George Thomas 
5. Geetha Antony 
6. Dr. George P. 
7. Sarvi James 
8. Sharon Rex 
9. Dr. Maria Martin. 

Decisions:

1. Prepare and keep the SSR as per the next manual and change any questions are identified after submission of SSR.
2. Decided to go for Accreditation in this academic year (2018-19) if WAC permits.
3. Decided to submit HRA on 21st of Dec. 2018
4. IQAC coordination entrusted the duty of preparing the HRA and present before the core committee on 4/12/2018
5. Final modification of HRA and presentation to College Council and management before submission
6. Meeting also decided to finalize the SSR and ready for online filling

- as soon as the IQA approve by the NAAC.
7. Various committees are form to upload the SSR once it is approved.
 8. Office Superintendent is given responsibility to do financial payment to NAAC IQA, SSR, - accreditation fee etc



Dr. Maria Martin Joseph
IQAC Coordinator