



**MACFAST**  
the trendsetter in education

**MAR ATHANASIOS COLLEGE FOR  
ADVANCED STUDIES TIRUVALLA**  
ACCREDITED BY NAAC WITH 'A' GRADE  
RECOGNIZED BY DSIR, GOVT. OF INDIA

## MINUTES OF THE IQAC MEETING DATED 4<sup>th</sup> July, 2018

**Time :2.00pm**

**Venue: Board Room**

### Members Present

1. Fr. Dr. Cherian J Kottayil	Principal
2. Prof. Varghese Abraham	IQAC Coordinator
3. Dr. Sudeep B. Chandramana	HoD, Dept of Management Studies
4. Mr. Biju Dharmapalan	HoD, School of Biosciences
5. Mrs. Beena Cherian,	Dean, School of Biosciences
6. Mr. Tiji Thomas	HoD, Dept. of Computer Applications
7. Sr. Licy	Librarian
8. Dr. M.S. Samuel	Director, Dept. of Computer Applications
9. Dr. Ashalakshmi R.K	Asst. Professor, Dept. of Management Studies
10. Dr. Nishad PM	Asso. Professor, Dept. of Computer Applications
11. Mr. Thomas Mathew	Asst. Professor, Dept. of Computer Applications

The meeting commenced with a silent prayer. After the presidential address of the Principal, Fr. Dr. Cherian J Kottayil, the following agenda were finalized for discussion:

### Agenda:

1. Planning the activities of the college for the current academic year.
2. Awareness programme for students of schools and colleges about Cyber Laws.
3. Induction Programmes for 2018-20 Batch of students
4. DSIR Recognition

### Discussions & Decisions:

- The meeting entrusted the head of departments to submit the schedule of activities proposed to be conducted by the concerned departments for the current academic year. Also decided to prioritize the activities based on the merit of the programmes.
- The members of IQAC expressed their views about constant use of mobile phones and the use of social media by the youth. The meeting decided to give awareness to the students of schools and colleges about existing Cyber laws. Also decided to arrange a function to inaugurate this programme and Mr. Loknath Behra IPS, the DGP of the State was suggested as the Chief Guest.

- The meeting decided to conduct inauguration and induction programmes for the new batch of students of all the three departments.
  - The Department of Management Studies was directed to hold the inauguration during the month of July. Mr. Suresh Krishna Pai, (Sr. Practice Director – Data Analysis, UST Global) was suggested as the chief guest.
  - The School of Biosciences was directed to hold the inauguration during the month of August and Dr. R. P. Singh (Sr. Principal Scientist – CSIR) was suggested as the chief guest.
  - The Department of Computer Applications was directed to conduct the inauguration during the month of September and Rakesh P.K (Director at Cognizant Tech. Solutions, Kochi) was suggested as the chief guest.
- The council discussed about DSIR Recognition. Registration of the institution is for the purpose of availing customs duty exemption on the import of equipment, instruments, spares thereof, consumables etc., during the period of recognition and subject to relevant government policies in force from time to time.

The meeting came to close at 4.30pm.

Sd/-  
**Co-ordinator, IQAC**



Sd/-  
**Principal**





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## MINUTES OF THE IQAC MEETING DATED 7<sup>th</sup> September, 2018

**Time :11.00am**

**Venue: Board Room**

### Members Present

1. Fr. Dr. Cherian J Kottayil	Principal
2. Prof. Varghese Abraham	IQAC Coordinator
3. Dr. Sudeep B. Chandramana	HoD, Dept of Management Studies
4. Mr. Biju Dharmapalan	HoD, School of Biosciences
5. Mrs. Beena Cherian,	Dean, School of Biosciences
6. Mr. Tiji Thomas	HoD, Dept. of Computer Applications
7. Sr. Licy	Librarian
8. Dr. M.S. Samuel	Director, Dept. of Computer Applications
9. Dr. Ashalakshmi R.K	Asst. Professor, Dept. of Management Studies
10. Dr. Nishad PM	Asso. Professor, Dept. of Computer Applications
11. Mr. Thomas Mathew	Asst. Professor, Dept. of Computer Applications

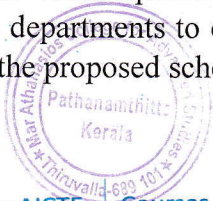
The meeting commenced with a silent prayer. After the presidential address of the Principal, Fr. Dr. Cherian J Kottayil, the following agendas were discussed:

### Agenda:

1. Planning the activities of the college.
2. Meeting of Governing Board & Academic Council.
3. Faculty Development Programmes
4. Celebration of Completion of 10-year successful performance of Radio MACFAST 90.4.
5. MACFAST Knowledge Scheme (MAKS) Examination & Class.
6. National Conference on Business Ecosystem
7. Research forum for proper dissemination of research
8. Water Analysis Project
9. MoU with National Bureau of Plant Genetic Resources
10. State Level Biodiversity Awareness Seminar Cum Exhibition
11. Other Relevant Matters, if any.

### Discussions & Decisions:

- The meeting discussed in detail, the curricular, co-curricular and extra-curricular activities to be undertaken by the college. The council suggested organizing one national or international seminar/workshop/conference by each department. The meeting entrusted the head of the departments to conduct department level meetings, finalize the proposals and submit the proposed schedule of activities within 14 days of monitoring by the IQAC.





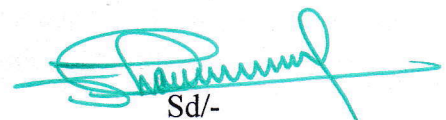
- Decided to convene the meeting of the Governing Board & Academic Council during 2<sup>nd</sup> week of November, 2018. A sub-committee with Prof. Varghese Abraham, Administrator of College as convener was constituted for preparing draft agenda of the meeting. Also decided to finalize the draft agenda at next meeting.
- All the members present in the meeting expressed the importance of Faculty Development Programmes and agreed that FDPs are essential in maintaining and improving the quality of teaching and learning and promoting research culture among the faculty members and students. For organizing FDPs, the meeting decided to recommend Assistant Professor Jeevan Kumar, Department of Management Studies to act as the coordinator of the programmes.
- IQAC instructed to schedule the MAKES Entrance Examination on 24<sup>th</sup> November, 2018 and conduct the classes during the last week of December.
- The IQAC evaluated the performance of Radio MACFAST 90.4 during the period of 10 years from its inception. Considering the credibility of social responsibility services performed through variety of programmes and its valuable contribution for popularizing MACFAST as prestigious institution. The meeting unanimously decided to celebrate the 10<sup>th</sup> year of its successful completion with due importance. Also decided to entrust Mr. George Mathew, Director of Radio MACFAST 90.4 to develop a blue print of proposed celebrations for further discussions.
- Discussions were held about the conferences/seminars to be organized by the Department of Management Studies. The council suggested to organize a National Conference on Business Ecosystem to provide a platform for paper presentations.
- The council discussed about research forum and decided to form research forum for proper dissemination of research and or improving multi-disciplinary research. Research forum may include discussions, presentations, workshops etc., to step up research-based activities.
- IQAC decided to adopt Water Analysis Project in School of Biosciences to monitor the quality of drinking water in college campus and to provide water analysis facility free for the public after the flood.
- Suggested to establish a MoU and collaboration with National Bureau of Plant Genetic Resources to promote research and academics for the students of School of Biosciences.
- The council recommended to organize State Level Biodiversity Awareness Seminar Cum Exhibition in the month of February and suggested to apply in KSBB (Kerala State Biodiversity Board) for sponsoring the programme. Dr. Nishad PM, Associate Professor, Department of Computer Applications will be the coordinator of the programme.

As no other matters were put forward by the members, the meeting came to a close at 12.45pm.

Sd/- 

**Co-ordinator, IQAC**



  
Sd/-

**Principal**



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## MINUTES OF THE IQAC MEETING DATED 13<sup>th</sup> February, 2019

**Time :2.00pm**

**Venue: Board Room**

### Members present:

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| 1. Rev. Fr. Dr. Cherian J Kottayil | Principal                           |
| 2. Fr. Dr. Thomaskutty Pathinettil | Director, Radio MACFAST 90.4        |
| 3. Prof. Varghese Abraham          | Administrator, IQAC Coordinator     |
| 4. Dr. K. R. Sukumaran Nair        | NAAC Coordinator                    |
| 5. Mr. Shaji Kumar Narayanan       | Municipal Counselor                 |
| 6. Mr. M. Salim                    | Merchants Association Thiruvalla    |
| 7. Rev. Sr. Laicy                  | Librarian                           |
| 8. Prof. Sanesh P Varghese         | Deputy Director                     |
| 9. Dr. Sudeep B. Chandramana       | HoD, Dept. of Management Studies    |
| 10. Mr. Biju Dharmapalan           | HoD, School of Biosciences          |
| 11. Mrs. Beena Cherian,            | Dean, School of Biosciences         |
| 12. Mr. Tiji Thomas                | HoD, Dept. of Computer Applications |
| 13. Mr. George Mathew              | Station Director, Radio Macfast     |

The meeting commenced with a silent prayer. After the presidential address by the Principal, Fr. Dr. Cherian J. Kottayil the following agenda were taken for the meeting.

### Agenda:

1. Evaluation Mini Marathon and department-wise activities
2. Reconstitution of the Criterion –wise Sub Committees, and preparations for the 2<sup>nd</sup> cycle of NAAC Accreditation
3. Microsoft Excel Training for students
4. MoU with CFTRI
5. Publishing Books from Departments
6. Other relevant matters, if any as permitted by the chair.

### Discussions & Decisions:

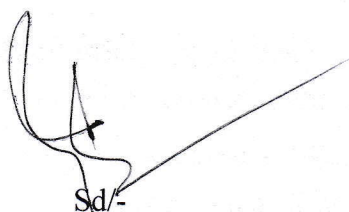
- IQAC evaluated the effectiveness of Mini Marathon with the theme “Rebuild Kerala” conducted on 2<sup>nd</sup> February, 2019 in association with Kerala Police and Kerala State Sports Council. It was found that such Mini Marathons is a way to reach the people



and make them socially aware about their duties and responsibilities. IQAC recommended conducting such activities in future.

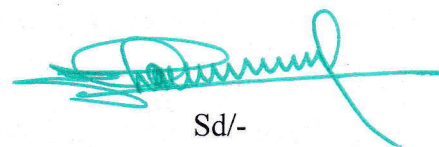
- The Head of each department has presented the Evaluative Report about the performance of the concerned department for the previous academic year with special emphasis on Student progress; pass percentage, placement and research activities. The meeting evaluated the Reports and remarked the performance of the departments as “Good”. The meeting also decided to entrust the Head of the departments to prepare and submit the schedule of activities proposed to be conducted by each department for the current year within two weeks. The IQAC discussed about the progress of AQAR.
- The principal informed that the core committee has been reconstituted with the HoDs, Administrator and Deputy Director as members of the committee. The IQAC decided to reconstitute the criteria -wise sub-committees and to hold the first meeting of the sub-committees on 7<sup>th</sup> March 2019.
- IQAC reminded to offer Microsoft Excel Training for the students as an add-on programme
- Suggested to establish an MoU and collaboration with CFTRI to promote internship programmes and customized training in food, technology, etc. for the students of School of Biosciences.
- IQAC directed to publish books from each department. All the faculty members in the department should contribute for the same.
- As permitted by the chair, the council discussed about the possibility of starting Integrated PG Programmes & PG Courses in Media Studies in the campus. The council constituted a committee and directed them to perform a feasibility study on the possibilities and challenges in starting the new programmes. The report of the same is expected soon.
- IQAC decided to organize an FDP on the topic “**Quality Parameters In Higher Education**”

The meeting came to close at 4 pm.

  
Sd/-

**Co-ordinator, IQAC**



  
Sd/-

**Principal**



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## MINUTES OF THE IQAC MEETING DATED 23<sup>rd</sup> April, 2019

**Time :2.00pm**

**Venue: Board Room**

### Members present:

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| 1. Rev. Fr. Dr. Cherian J Kottayil  | Principal                           |
| 2. Fr. Dr. Thomaskutty Pathinettill | Director, Radio MACFAST 90.4        |
| 3. Prof. Varghese Abraham           | Administrator, IQAC Coordinator     |
| 4. Dr. K. R. Sukumaran Nair         | NAAC Coordinator                    |
| 5. Mr. Shaji Kumar Narayanan        | Municipal Counselor                 |
| 6. Mr. M. Salim                     | Merchants Association Thiruvalla    |
| 7. Rev. Sr. Laicy                   | Librarian                           |
| 8. Prof. Sanesh P Varghese          | Deputy Director                     |
| 9. Dr. Sudeep B. Chandramana        | HoD, Dept. of Management Studies    |
| 10. Mr. Biju Dharmapalan            | HoD, School of Biosciences          |
| 11. Mrs. Beena Cherian,             | Dean, School of Biosciences         |
| 12. Mr. Tiji Thomas                 | HoD, Dept. of Computer Applications |

The meeting commenced with a silent prayer. After the Presidential Address by the Principal, Fr. Dr. Cherian J. Kottayil the following agenda were taken for the meeting.

### Agenda:

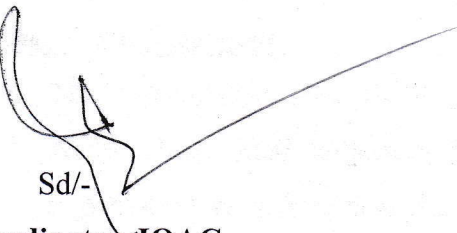
1. Discussion about Energy & Green audit
2. External Academic Audit
3. Discussion about the Feasibility Study
4. Restructuring of Add-on Courses
5. Trainings for Administrative Department
6. MAKs Class
7. NBA Accreditation
8. Students' participation in Radio

### Discussions & Decisions:

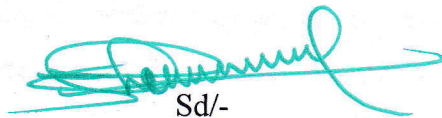
- The council discussed about the immediate necessity to perform Green & Energy Audit. The council authorized Mr. Sanesh P Varghese to identify an external agency to perform Green & Energy Audit.
- The council discussed about the need of conducting a formal Academic Audit and decided to invite a group of Academic Experts to conduct formal Academic Audit.



- Feasibility study on Integrated Courses and other PG Programmes was conducted successfully and the observations were discussed by the committee. As per the suggestion, the council decided to design new PG Programmes instead of Integrated
- Programmes such as Nanotechnology, Data Science, Artificial Intelligence, Hospital Administration, Corporate Laws, etc.,
- As per the revised standard operating procedure of NAAC, Courses offered for at least 30 hours of duration will be considered as Add-On courses. The Council suggested to restructure the Add-On Courses according to the revised standard.
- IQAC decided to provide training programmes on “Office Management & Documentation Procedures” to the Administrative Staffs.
- IQAC suggested to schedule MAKs two-day sessions for the students on 30<sup>th</sup> & 31<sup>st</sup> of May, 2019.
- IQAC recommended to conduct a meeting for discussing the procedures related to NBA Accreditation, as it is the need of the hour. The members also suggested to document everything in a manner in which all documents will be useful for both NAAC & NBA Accreditations.
- The council reminded the importance of participation of students in Radio MACFAST 90.4. Also suggested to coordinate some relevant programmes in order to help the common people.

  
Sd/-  
**Co-ordinator, IQAC**



  
Sd/-  
**Principal**