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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 17th June, 2019

Time :10.00am   **Venue: Board Room**

Members present:

1.	Rev. Fr. Dr. Cherian J Kottayil	Principal
2.	Prof. Varghese Abraham	IQAC Coordinator
3.	Mr. Sanesh P Varghese	Deputy Director
4.	Prof. Beena Cherian	Dean, School of Biosciences
5.	Mr. Tiji Thomas	HoD, Dept. of Computer Applications
6.	Dr. Sudeep Chandramana	HoD, Dept. of Management Studies
7.	Mr. Stephan James	Asst.Prof, Dept. of Computer Applications
8.	Dr. Ashalakshmi R K	Asso.Prof, Dept. of Management Studies
9.	Sri. Kuttoor Radhakrishnan	Station Director, Radio MACFAST 90.4
10.	Sr.Laicy O.S.S.	Librarian
11.	Mr. Thomas Mathew	Asst. Prof, 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 up for the meeting.

Agenda:

1. Discussion on Introduction of M.Sc Bio Nanotechnology

2. Preparation of academic calendar

3. Inauguration of Literary Club

4. Entrepreneurship Awareness Programmes

5. LBS Examination Training

Discussions & Decisions:

➢ IQAC discussed about the procedures, formalities and requirements in starting M.Sc Bio Nanotechnology. The council evaluated the syllabus prepared by School of Biosciences and decided to seek opinion from subject experts.

➢ The council has discussed the need of preparing academic calendar by including extra-curricular & co-curricular activities.

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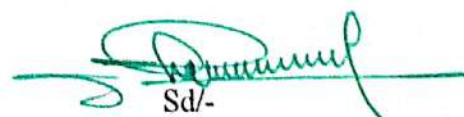KERALA, PIN-689101, INDIA TEL : 0469 2730300, 2730301, 2730303, FAX : 0469 2730317

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- IQAC discussed about the inauguration of Literary Club. As the main objective of the literary club is to encourage the reading and writing skills of the students and faculty, the council suggested to conduct regular book reviews by students and faculty members and recommended to provide a platform to both students and faculty members to present their creative works. The Council informed the co-ordinators -Mr. Tiji Thomas (MCA), Mr. Jibu Mon K G (MBA) and Dr. Blesson Santhosh George (Biosciences) to work accordingly.

- The council suggested to conduct Entrepreneurship Awareness Camp for the students to make them realize the entrepreneur in them. Also recommended to organize sessions on Entrepreneurship Opportunities to create awareness about the support provided by Industries and financial departments.

- IQAC directed the Department of Computer Applications to provide free online LBS Training sessions to the MCA aspirants.

Sd/-

Co-ordinator, IQAC

Sd/-

Principal

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MINUTES OF THE IQAC MEETING DATED 26th August, 2019

Time :10.00am   Venue: Board Room

Members present:

1.	Rev. Fr. Dr. Cherian J Kottayil	Principal
2.	Prof. Varghese Abraham	IQAC Coordinator
3.	Mr. Sanesh P Varghese	Deputy Director
4.	Prof. Beena Cherian	Dean, School of Biosciences
5.	Mr. Tiji Thomas	HoD, Dept. of Computer Applications
6.	Dr. Sudeep Chandramana	HoD, Dept. of Management Studies
7.	Mr. Stephan James	Asst.Prof, Dept. of Computer Applications
8.	Dr. Ashalakshmi R K	Asso.Prof, Dept. of Management Studies
9.	Sri. Kuttoor Radhakrishnan	Station Director, Radio MACFAST 90.4
10.	Sr.Laicy O.S.S.	Librarian
11.	Mr. Thomas Mathew	Asst. Prof, Dept.of Computer Applications

The meeting commenced with a silent prayer.

Agenda:

1. Participation in "Speak for India- Kerala Edition 2019"

2. Conduction of Grievance Redressal Cell meeting

3. Swachh Bharat Mission initiatives

4. MOOC Training Programme

5. International Conference on Green Economy and Sustainable Development

6. SAP Training

7. MoUs with Amity University, Baselius College Kottayam

8. Training sessions for the faculty members of specially challenged students

9. Reconstitution of IQAC

Discussions & Decisions:

➢ IQAC instructed the Head of the Departments to identify interested and talented students to participate in the inter-collegiate debate competition called "Speak for India -Kerala Edition 2019" organized by Mathrubhumi along with Federal Bank.

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The council recommended to encourage students as such programmes will give an opportunity to give out their view points in various topics which are prevailing in the current scenario.

➢ IQAC suggested to conduct Grievance Redressal Cell Meeting.

➢ IQAC decided to organize programmes to support and promote Swachh Bharat Mission – the country wide campaign initiated by the Government of India to improve solid waste management.

➢ The council suggested to organize MOOC training programme.

➢ IQAC recommended the Department of Management Studies to organize an International Conference on Green Economy and Sustainable Development in association with IQAC.

➢ Discussed and decided to conduct SAP Training for the students of the Department of Management Studies as an add-on programme.

➢ Suggested to establish an MoU and collaboration with Amity University to promote joint projects, seminars, publications etc., for the students and faculty members.

➢ The council also recommended to establish an MoU and collaboration with Baselius College, Kottayam for the purpose of academic cooperation in computer education.

➢ IQAC directed the Department of Computer Applications to organize a training session on online tools to support the specially challenged students for the faculty members of specially challenged schools

➢ The chairman instructed the coordinator to reconstitute the IQAC by including new nominees.

Sd/-

Co-ordinator, IQAC

Sd/-

Principal

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MINUTES OF THE IQAC MEETING DATED 14th October, 2019

Time :10.00am   **Venue: Board Room**

Members present:

1.	Rev. Fr. Dr. Cherian J Kottayil	Principal
2.	Prof. Varghese Abraham	IQAC Coordinator
3.	Mr. Sanesh P Varghese	Deputy Director
4.	Prof. Beena Cherian	Dean, School of Biosciences
5.	Mr. Tiji Thomas	HoD, Dept. of Computer Applications
6.	Dr. Sudeep Chandramana	HoD, Dept. of Management Studies
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8.	Dr. Ashalakshmi R K	Asso.Prof, Dept. of Management Studies
9.	Sri. Kuttoor Radhakrishnan	Station Director, Radio MACFAST 90.4
10.	Sr.Laicy O.S.S.	Librarian
11.	Mr. Thomas Mathew	Asst. Prof, Dept.of Computer Applications
12.	Mr. Jobin Stervin	M.Sc. Student
13.	Ms. Sumi Sam Abraham	MBA Student
14.	Swathi Sajeev	MCA Student

The meeting commenced with a silent prayer.

Agenda:

1. Constitution of Academic Quality Assurance Council (AQAC)
2. MoU with IIIT Allahabad
3. Mini Marathon
4. Add-on courses
5. SPSS training
6. Workshop on "Logistics of NAAC Second Cycle Accreditation"
7. Annual Retreat

Discussions & Decisions:

➢ IQAC decided to constitute AQAC in order to safeguard academic standards and improve the quality of post graduate education provided by the college and to improve the overall quality of the institution.

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- Suggested to establish an MoU and collaboration with IIIT Allahabad to promote student exchange programmes, establish research collaboration, organize training programmes etc.,

- In order to create social awareness on Cyber Safety, IQAC suggested to organize a mini marathon on the theme "Run for Cyber Safety" in association with Kerala Police & Kerala State Sports Council.

- IQAC directed the Department of Management Studies to conduct add-on courses on various trending subjects to the students. The council recommended to include Management Information System (MIS), Marketing Practise, etc., as add-on course.

- Suggested to provide hands-on training on SPSS software to the students to train them for data analysis.

- Decided to conduct a workshop on "Logistics of NAAC Second Cycle Accreditation" for the faculty members to make them aware about the presentation of reports by departments for the second cycle of accreditation and preparation of Self Study Report (SSR). The council decided to invite Fr. Dr. S. Ignacimuthu S.J, Chairman of Governing Board for the same.

- IQAC directed to conduct annual retreat for the students.

Sd/-
Co-ordinator, IQAC

Sd/-
Principal

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Time : 2.00pm

Venue: Board Room

Members present:

1. Rev. Fr. Dr. Cherian J Kottayil	Principal
2. Prof. Varghese Abraham	IQAC Coordinator
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12. Mr. Jobin Stervin	M.Sc. Student
13. Ms. Sumi Sam Abraham	MBA Student
14. Swathi Sajeev	MCA Student

The meeting commenced with a silent prayer.

Agenda:

1. NIRF Submission
2. Preparation for online classes
3. Orientation for faculty members
4. Alumni Webinar Series
5. Participation in NPTEL programmes

Discussions & Decisions:

➤ The council discussed about the progress of NIRF. It was observed that NIRF DVV (Data Verification & Validation) has already started. As per the information received the Library Purchase Bill for the last three academic years was supposed to be uploaded. The council discussed on the same and finalized the document.

➤ By considering the upcoming pandemic situation, IQAC recommended to switch the classes to online mode. It was suggested to use Zoom platform for effectively conducting the classes and Google Classroom to circulate study materials. Also directed to maintain proper record of attendance.

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Courses @ Bio campus
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- Decided to conduct an orientation session for the faculty members on online teaching to prepare them to adopt more efficient method of conducting online classes.
- Recommended to organize alumni webinar series to promote interaction with alumni and develop interpersonal and professional relationship.
- Discussed about the participation in NPTEL programmes and reminded to increase the participation.

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Principal

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Co-ordinator, IQAC

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