

MACFAST
the trendsetter in education

**MAR ATHANASIOS COLLEGE FOR
ADVANCED STUDIES TIRUVALLA**
ACCREDITED BY NAAC WITH 'A' GRADE

MINUTES OF THE IQAC MEETING DATED 5th JUNE, 2017

Time: 10 AM

Venue: Board Room

Members Present

- | | |
|----------------------------------|---|
| 1. Fr. Pradeep Vazhatharamalayil | Principal |
| 2. Prof. Varghese Abraham | IQAC Coordinator |
| 3. Mr. Ligo Koshy | 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. Prof. Christy Bastin | Administrator |
| 8. Sr. Licy | Librarian |
| 9. Fr. Samuel Vilayil | Manager |
| 10. Dr. M.S. Samuel | Director, Dept. of Computer Applications |
| 11. Dr. Ashalakshmi R.K | Asst. Professor, Dept. of Management Studies |
| 12. Dr. Nishad PM | Asso. Professor, Dept. of Computer Applications |
| 13. Mr. Thomas Mathew | Asst. Professor, Dept. of Computer Applications |

The meeting commenced with a silent prayer.

Agenda:

1. Preparation and Progress of AQAR
2. Swachh Bharat Initiatives
3. Dot Net & Android Training for MCA students
4. Academic Activities Evaluation
5. Evaluation of Academic Audit Report

Discussions & Decisions:

- IQAC discussed about AQAR Preparation
 - IQAC suggested the Core Committee and Criterion Sub-committees to hold their meetings once in every three months, and submit the activity report to IQAC.
 - IQAC analyzed the previous year performance of each department, with respect to student progress, pass percentage, placement and research performance. The meeting entrusted the Head of the Departments to produce the schedule of activities proposed to be conducted during the upcoming academic year.



- The council recommended performing internal audits in every three months.
 - The NAAC Coordinator Prof. Dr. K.R. Sukumaran Nair instructed each criterion committee to prepare AQAR and suggested IQAC to consolidate the reports into one.
- IQAC recommended to undertake Swachh Bharat initiatives in the campus and suggested to involve students, faculty members. The council also advised to conduct awareness programmes.
- Decided to provide Dot Net and Android Training of duration 60 hours for the MCA students to improve employability and for skill development. Recommended update the syllabus by considering the industry requirements.
- The council evaluated and compared scheduled Academic activities and activities done in the academic year.
- Evaluated the Internal Audit report submitted by the Internal Audit Team on 24th May 2017

The meeting came to a close at 12.00pm.



Sd/-
Co-ordinator, IQAC



Sd/-
Principal



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**MAR ATHANASIOS COLLEGE FOR
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MINUTES OF THE IQAC MEETING DATED 14th SEPTEMBER, 2017

Time: 2.00pm

Venue: Board Room

Members Present

14. Fr. Pradeep Vazhatharamalayil	Principal
15. Prof. Varghese Abraham	IQAC Coordinator
16. Mr. Ligo Koshy	HoD, Dept of Management Studies
17. Mr. Biju Dharmapalan	HoD, School of Biosciences
18. Mrs. Beena Cherian,	Dean, School of Biosciences
19. Mr. Tiji Thomas	HoD, Dept. of Computer Applications
20. Prof. Christy Bastin	Administrator
21. Sr. Licy	Librarian
22. Fr. Samuel Vilayil	Manager
23. Dr. M.S. Samuel	Director, Dept. of Computer Applications
24. Dr. Ashalakshmi R.K	Asst. Professor, Dept. of Management Studies
25. Dr. Nishad PM	Asso. Professor, Dept. of Computer Applications
26. Mr. Thomas Mathew	Asst. Professor, Dept. of Computer Applications

The meeting commenced with a silent prayer.

Agenda:

1. Department wise SWOC Analysis
2. Progress of MAKs
3. Extension activities through Radio MACFAST 90.4
4. Faculty Development Programme
5. Annual Retreat
6. National & International Level Seminars, Conferences & Workshops

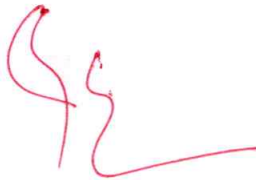
Discussions & Decisions:

- IQAC directed each department to conduct a department wise SWOC analysis. It will also help in a micro level analysis of Strength, Weakness, Opportunities and Challenges of the institution.
- IQAC enquired about the progress of Extension activity – MACFAST Knowledge Scheme (MAKS) and instructed to schedule interviews on a convenient date.
- IQAC also discussed about the extension activities that can be offered by the institution. Members of the IQAC suggested to organize training programmes for the common people on E-payment/Online payment/Netbanking as a part of IT Awareness and also recommended to conduct programmes for physically challenged students in association with Radio MACFAST 90.4.



- IQAC decided to conduct FDP on Effective Teaching Learning on 14th October 2017. Dr. N. Jayasankaran and Dr. Shakuntala Katre will lead the sessions.
- IQAC planned to conduct annual retreat on 20th October 2017.
- The council directed the Departments to concentrate on National & International Level Seminars, Conferences & Workshops. The members also suggested conducting FDP on “Intellectual Property Rights”.
- The council recommended to conduct National Workshop to introduce new concepts, spurring participants to investigate it further.
- Suggested to establish an MoU and collaboration with Indian Institute of Horticultural Research to promote research and academics for the students of School of Biosciences.

General discussion about various activities of the college was also held.



Sd/-

Co-ordinator, IQAC



Sd/-

Principal



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**MAR ATHANASIOS COLLEGE FOR
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MINUTES OF THE IQAC MEETING DATED 1st MARCH, 2018

Time: 2.15pm

Venue: Board Room

Members Present

1. Fr. Dr. Cherian J Kottayil
2. Prof. Varghese Abraham
3. Mr. Ligo Koshy
4. Mr. Biju Dharmapalan
5. Mrs. Beena Cherian,
6. Mr. Tiji Thomas
7. Sr. Licy
8. Fr. Samuel Vilayil
9. Dr. M.S. Samuel
10. Dr. Ashalakshmi R.K
11. Dr. Nishad PM
12. Mr. Thomas Mathew

Principal
IQAC Coordinator
HoD, Dept of Management Studies
HoD, School of Biosciences
Dean, School of Biosciences
HoD, Dept. of Computer Applications
Librarian
Manager
Director, Dept. of Computer Applications
Asst. Professor, Dept. of Management Studies
Asso. Professor, Dept. of Computer Applications
Asst. Professor, Dept. of Computer Applications

Agenda:

1. Preparation of the AQAR report of 2017.
2. Linking NAAC Documentation Work with API.
3. Action Plan for 2018-'19.
4. Industrial Visits for MBA students
5. National Conference

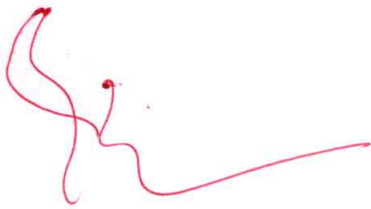
Discussions & Decisions:

- The meeting discussed in detail of the observations made by the NAAC Accreditation Committee and matters in AQAR Report 2016-'17. Departments are instructed to collect as much information as possible regarding activities and plans during the six months after July 2017.
- Suggested linking NAAC Documentation Work with API (Appraisal of Performance Index) by considering the interest and commitment of the staff regarding filing and documentation of their activities.
- IQAC directed all the departments to prepare and submit individual Action Plan for the coming Academic Year.
- The council recommended Department of Management Studies to arrange Industrial Visit for the students in top companies outside Kerala to provide clear insight regarding internal working of companies.



- IQAC suggested to organize National Conference on the theme “Digitalization in India” to provide a platform to present different ways to improve the standard of services rendered to common man.

General discussion about various activities of the college was also held. The meeting commenced with prayer at 2.15pm and come to a close at 3.15pm.



Sd/-
Co-ordinator, IQAC



Sd/-
Principal



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**MAR ATHANASIOS COLLEGE FOR
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MINUTES OF THE IQAC MEETING DATED 26th APRIL, 2018

Time :11.00am

Venue: Board Room

Members Present

- | | |
|-------------------------------|---|
| 1. Fr. Dr. Cherian J Kottayil | Principal |
| 2. Prof. Varghese Abraham | IQAC Coordinator |
| 3. Mr. Ligo Koshy | 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. Principal Fr. Dr. Cherian J Kottayil presided over the meeting and following agenda were taken for discussion:

Agenda:

1. Planning the extra-curricular activities.
2. Induction programmes for MBA Students.
3. Communication Skill development Programme for all.
4. Activities of the Science Club.
5. KMAT Entrance Training
6. Internal Academic Audit
7. Other matters, if any.

Discussions & Decisions:

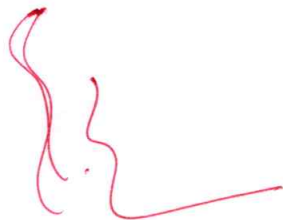
- The meeting evaluated the performance of activities initiated during the last three months and decided to structure the extra-curricular in tune with the university examinations.
- The meeting discussed about the methodology to be followed for bringing the students admitted from different disciplines to the MBA Degree programme, to a stream of Business Studies. Based on the discussions, decided to conduct a session before the Commencement of classes labelled as "Zero Semester Induction Programme" and entrusted the head of the department of Management Studies, Dr. Sudeep B Chandramana to frame the programme.
- The council also decided to start a Communication Skill Development Council to provide soft skill and communication development training.



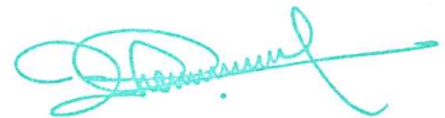
- The meeting reviewed the activities of science club and entrusted the head of School of Biosciences to organize Science Day Celebrations. As continuation of the celebrations, the meeting suggested to organize a National Conference or Workshop during the month of May or June.
- The council recommended to provide free 20 hours KMAT exam training sessions for MBA aspirants.
- The council formulated Team of Faculty members to undertake the Academic Audit internally.

No other relevant matters were put forward for discussion.

The meeting came to a close at 12.30pm.



Sd/-
Co-ordinator, IQAC



Sd/-
Principal