

## MINUTES OF THE IQAC MEETING DATED 1<sup>st</sup> June 2022

**Time :2.00pm**

**Venue: Board Room**

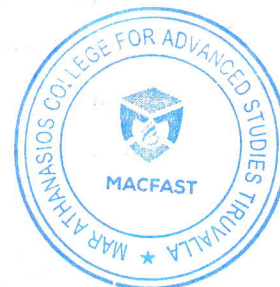
Members present:

- |                                    |   |
|------------------------------------|---|
| 1. Rev. Fr. Dr. Cherian J Kottayil | Principal                                 |
| 2. Prof. Varghese Abraham          | Administrator                             |
| 3. Dr. K. R. Sukumaran Nair        | Academic Director                         |
| 4. Dr. Ligo Koshy                  | IQAC Coordinator                          |
| 5. Mr. Ajay Kurien                 | IQAC Asst. Coordinator                    |
| 6. Dr. Jenny Jacob                 | HoD, School of Biosciences                |
| 7. Mr. Tiji Thomas                 | HoD, Dept. of Computer Applications       |
| 8. Dr. Sudeep Chandramana          | HoD, Dept. of Management Studies          |
| 9. Dr. V.P. Vijayamohan            | Asso.Prof, Dept. of Management Studies    |
| 10. Dr. Ashalakshmi R K            | Asso.Prof, Dept. of Management Studies    |
| 11. Dr. Neethu Ann Georgie         | Asso.Prof, Dept. of Management Studies    |
| 12. Mrs. Vidhya V. Kumar           | Asst.Prof, Dept. of Computer Applications |
| 13. Ms. Jeena Sara Viju            | Asst.Prof, Dept. of Computer Applications |
| 14. Mr. Thomas Mathew              | Head, IT & Systems                        |
| 15. Ms. Haritha S                  | S1, MBA                                   |

The meeting commenced with a silent prayer. The following agenda were taken up for the meeting.

Agenda

- Training Session on Reference Management Tools for the students
- Online Portal for Journal of Science Technology and Management
- Academic Calendar for 2022-23






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- MOUs with Institutes and Industries
- Outcome based Education
- UBA Phase -1 Activities
- Energy Environment and Green Audit
- Conferences and Seminars
- Workshop on NAAC Preparations for Peer Team Visit

### Discussions & Decisions

- Decided to conduct a Training session for the students on Reference management Tool and entrusted Dr. Smitha Vijayan, Associate Professor, School of Bio sciences to Organize the session.
- Recommended the Journal committee to provide an online version of the journal (Journal of Science Technology and Management) to increase the views and citations.
- Discussed about the Academic Calendar for 2022-23 submitted by the Heads of the department and suggested to incorporate all non-curricular events, commemorative days and festivals for the upcoming year in the academic year
- Suggested to sign MOU with Institutions and Industries of National repute to promote joint projects, seminars, publications etc for the students and faculty members
- Recommended to conduct an FDP on Outcome Based Education
- Decided to conduct the Phase-1 Activities of UBA
- Decided to conduct Energy Environment and Green Audit
- Recommended to conduct conferences and seminars by the departments
- Decided to conduct a Workshop on NAAC Preparations for Peer Team Visit

  
Co-ordinator, IQAC



  
Principal

**Mar Athanasios College for  
Advanced Studies Tiruvalla**

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M.Sc. Programmes at Bio Campus ▶ Biochemistry  
▶ Bioinformatics ▶ Bionanotechnology  
▶ Biotechnology ▶ Plant Biotechnology  
▶ Food Technology & Quality Assurance  
▶ Phytomedical Science & Technology

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## MINUTES OF THE IQAC MEETING DATED 31<sup>st</sup> August 2022

**Time :2.00pm**

**Venue: Board Room**

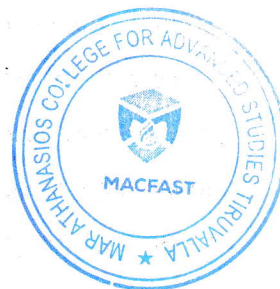
### Members present:

- |                                    |   |
|------------------------------------|---|
| 1. Dr. Varghese K Cheriyan         | Principal                                 |
| 2. Rev. Fr. Dr. Cherian J Kottayil | Director                                  |
| 3. Prof. Varghese Abraham          | Administrator                             |
| 4. Dr. K. R. Sukumaran Nair        | Academic Director                         |
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| 14. Ms. Jeena Sara Viju            | Asst.Prof, Dept. of Computer Applications |
| 15. Mr. Thomas Mathew              | Head, IT & Systems                        |
| 16. Ms. Haritha S                  | S1, MBA                                   |

The meeting commenced with a silent prayer. The following agenda were taken up for the meeting.

### Agenda

- External AAA (Academic and Administrative Audit)
- ERP Training for Teaching Faculty
- UBA Phase-I



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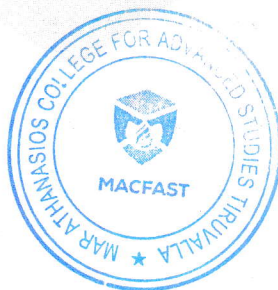
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- Extension Activities
- Research Centres
- Webinar on Recent Trends in Computer Science

### Discussions & Decisions

- Decided to conduct External AAA (Academic and Administrative Audit)
- Organize ERP Training for Teaching Faculty to make them familiarize with the new modules
- Recommended to continue with the Village and Household survey at adopted village
- Recommended to enhance the Extension Activities of the institution
- Decided to formally Inaugurate Research Centres in School of Biosciences and Department of Management Studies
- Recommended to conduct sessions on Recent Trends in Computer Science

Co-ordinator, IQAC



Principal

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## MINUTES OF THE IQAC MEETING DATED 26<sup>th</sup> October 2022

**Time :2.00pm**

**Venue: Board Room**

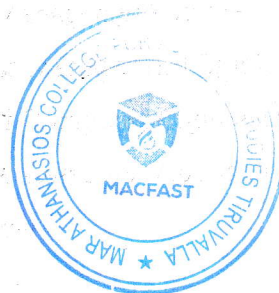
### Members present:

1. Dr. Varghese K Cheriyan	Principal
2. Rev. Fr. Dr. Cherian J Kottayil	Director
3. Prof. Varghese Abraham	Administrator
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14. Ms. Jeena Sara Viju	Asst.Prof, Dept. of Computer Applications
15. Mr. Thomas Mathew	Head, IT & Systems
16. Ms. Haritha S	S1, MBA

The meeting commenced with a silent prayer. The following agenda were taken up for the meeting.

### Agenda

- Preparations for NAAC Peer Team Visit
- Extension Activities
- Entrepreneurship Initiatives by MICS
- Passing out Ceremony for Students
- Industry Interaction Sessions for students



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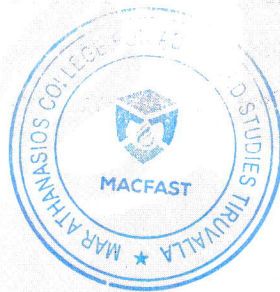
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### Discussions & Decisions

- Decided to constitute different committees for the proper conduct of NAAC peer Team Visit and entrusted manager to finalize the maintenance work if any
- Recommended to increase the participation of students in the extension activities
- Recommended to conduct Training programmes by MICS for budding entrepreneurs
- Decided to conduct passing out ceremony of MAKS Students
- Recommended to conduct Industry interaction sessions to bridge the gap between academics and Industry

**Co-ordinator, IQAC**

**Principal**





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## MINUTES OF THE IQAC MEETING DATED 29<sup>th</sup> November 2022

**Time :2.00pm**

**Venue: Board Room**

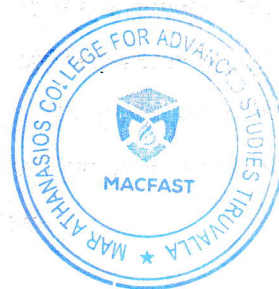
### Members present:

1. Dr. Varghese K Cheriyan	Principal
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15. Mr. Thomas Mathew	Head, IT & Systems
16. Ms. Haritha S	S1, MBA

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### Agenda

- Preparations for the NAAC Peer team visit
- AQAR 2020- 21 Review
- Addon Courses in Biosciences Department
- International Conference
- National Level Fest



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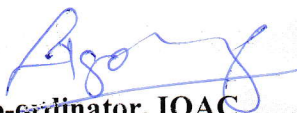


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### Discussions & Decisions

- Finalized the preparations for NAAC peer Team Visit. Decided to conduct orientation session for the Teaching and Non-Teaching staff regarding the Peer Team Visit Schedule
- Reviewed AQAR of 2020-21 and approved for the uploading in the NAAC portal
- Recommended to introduce Industry relevant Addon courses in school of Biosciences
- Recommended to conduct Conference and seminars
- Recommended to Organize national Level Fest

  
Co-ordinator, IQAC

  
Principal

