



IDEAL COLLEGE FOR ADVANCED STUDIES

(Affiliated to University of Calicut)

Kadakassery, Ayankalam - PO, Thavanur, Malappuram -Dt, Kerala, PIN: 679594
Phone: 0494 - 2687475, 2688575, 2686675

www.idealeducation.org, Email: icas@idealeducation.org

Run by Ideal Trust

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES 2018-2019

NAME OF MEETING: IQAC

Meeting No: 1

MODE OF MEETING: Offline (Seminar Hall)

ACCADEMIC YEAR 2018-2019

DATE: 28/05/2018

TIME: 10.00 AM – 12.30 PM

Minutes

- Honorable principal welcomed the members
- Approval of meeting minutes of the previous staff council

Agenda

- IQAC Composition

Discussion

- Constitution of IQAC as recommended by UGC
- Any other matters with the permission of the chair.
- The minutes of the staff council were approved
- The composition of IQAC was finalized and the duties were explained by the principal.

Decision

The first meeting of the IQAC is scheduled on 18/06/2018 and it should be intimated to the members.



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Prof. KOYAKUTTY T. K.
PRINCIPAL
IDEAL COLLEGE FOR ADVANCED STUDIES
KADAKASSERY, P.O. THAVANUR
MALAPPURAM DISTRICT, PIN: 679 594

IQAC composition

Position	Name	Designation
Chairperson	Prof.Koyakutty T.K	Principal
Members of management	Mr. Kunhavu Haji	Chairman
	Mr. K.K.S Atta Koya Thangal	Secretary
	Mr. K. A Majeed	Academic Director
Teacher representatives	Prof. Moideen Kutty Parayil	Vice Principal, HOD Commerce
	Mr. Abhilash Sankar	Administrative officer
	Prof. Abdul Ali T M	HOD English
	Mr. Sudheesh S	HOD Computer Science
	Mr. Babu M.T	HOD Social Work
	Ms. Dipti S Raj	Staff Secretary
	Ms. Ameena T.K	Librarian
	Ms. Hanna Sulfikar	IQAC Coordinator



T.K.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES 2018-2019

NAME OF MEETING: IQAC

Meeting No: 2

MODE OF MEETING: Seminar Hall

ACADEMIC YEAR 2018-2019

DATE: 18/09/2018

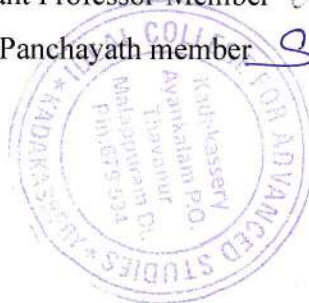
TIME: 10.00 AM – 12.30 PM

Minutes

The esteemed principal extended warm welcome to the IQAC members during the inaugural official meeting. Furthermore, he provided an overview of the institutional approach to prepare for quality measurements.

Members present

1. Prof.Koyakutty T K- Principal- President *om 3*
2. Mr. K A Majeed-Manager *Wdm*
3. Mr. Abhilash Sankar - Administrative Officer *26w*
4. Prof. Moideen Kutty Parayil - HOD, Department of Commerce-Member *hmg*
5. Prof.Abdul Ali TM- HOD, Department of English – Member *llhmg*
6. Mr.Sudheesh S- HOD, Department of Computer Science -Member *rmg*
7. Mr. Babu M.T - HOD, Department of Social Work - Member *B*
8. Ms.Hanna Sulfikar- Assistant Professor-Co-ordinator *hmg*
9. Ms.Rajitha R- Assistant Professor-Member *Ramb*
10. Ms.Sajitha P P- Assistant Professor-Member *Sa*
11. Ms.Swapna O- Assistant Professor-Member *om*
12. Ms.Dipti S Raj- Assistant Professor-Member *hmg*
13. Ms.Vineetha A P- Assistant Professor-Member *hmg*
14. Ms.Subaida Unninkutti - Panchayath member *Suban*



om 3
Prof. KOYAKUTTY T. K.
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THAVANUR, MALAPPURAM DISTRICT,
KERALA - 679594

15. Ayisha Dhana K M -Alumni



16. Fatheen Saika Jaleel K- Student Vice Chairperson



Agenda

- Quality awareness programme
- Department file documentation
- Orientation for the beginners
- Collaboration

Discussion and Decision

- Approval of the previous meeting minutes
- IQAC members unanimously agreed to proceed with the quality measurements.
- Decided to take necessary steps to improve the quality of the institution.
- Planned to conduct institutional and course orientation to the new comers.
- Decided to sign collaborations with other colleges and institutions in various filed.

Meeting concluded with the vote of thanks of Ms.Hanna Sulfikar (IQAC Coordinator).




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Action Taken Report (2018-19)

Internal Quality Assurance Cell (IQAC) of Ideal College for advanced studies held two meetings During the academic year 2018-19. The IQAC members of 2018 -2019 are:

1. Prof. Koyakutty T K- Principal- President
 2. Mr. K A Majeed - Manager
 3. Mr. Abhilash Sankar - Administrative Officer
 4. Ms. Hanna Sulfikar - Assistant Professor-Co-ordinator
 5. Ms. Rajitha R- Assistant Professor-Member
 6. Ms. Sajitha P P- Assistant Professor-Member
 7. Ms. Swapna O- Assistant Professor-Member
 8. Ms. Dipti S Raj- Assistant Professor-Member
 9. Ms. Vineetha A P- Assistant Professor-Member
 10. Prof. Moideenkutty P-HOD, Department of Commerce-Member
 11. Prof. Abdul Ali-HOD, Department of English – Member
 12. Mr. Sudheesh S-HOD, Department of Computer Science -Member
 13. Mr. Abdul Fathah –HOD, Department of Social Work - Member
- Nominee from local society, students & Alumni
14. Ms. Subaida Unninkutti - Panchayath member
 15. Ayisha Dhana K M -Alumni
 16. Fatheen Saika Jaleel K- Student Vice Chairperson



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The College has implemented the following decisions of the IQAC:

- Remedial coaching is conducted to serve the needs of all students.
- Followed systematic allocation of open courses.
- Peer teaching and presentations are practiced by all departments to support slow learners and to develop the skills of advanced learners.
- Insisted all departments to maintain the lesson plans and teachers diary by all faculty members.
- A training session is organized for teacher about the Learning management system application EMBASE.
- Conducted Faculty development program.
- Field works were organized.
- Bridge courses and induction programs were conducted for the first year UG students.
- All teachers of the college have participated in the centralized valuation camps at various centers for UG and PG paper valuation.
- World Environment Day is observed in the campus by planting saplings in the campus.
- IQAC conducted meetings with the new faculty members to give awareness on the documentation process of the college.
- Academic data updated and uploaded to AISHE.
- All departments offered Add-on / certificate courses to their students.
- Mentoring System is strengthened under the supervisions of department heads.
- Feedback on all teachers is collected from students.
- Self Appraisal Reports by all teaching and non teaching staff were submitted monthly followed by a consolidated report by HODs concerned, Evaluation by principal, director done and reports submitted to management for further actions.
- Internal Academic and Administrative audit is organized at the end of each semester.




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