



IDEAL COLLEGE FOR ADVANCED STUDIES

(Affiliated to University of Calicut)

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

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Run by Ideal Trust

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES 2019-2020

NAME OF MEETING: IQAC

Meeting No: 1

MODE OF MEETING: Offline (Seminar Hall)

ACADEMIC YEAR 2019-2020





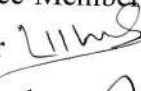



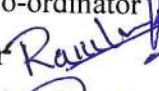

DATE: 28/05/2019

TIME: 10.00 AM – 12.30 PM




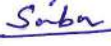


Agenda

- Department year plan
- Result analysis
- Seminar/ Workshop
- ICT class
- Identifying the students of different learning level
- Formation of committees
- Internal exam
- Onam celebration
- Day observations

Members present

1. Prof.Koyakutty T K- Principal- President 
2. Mr. K A Majeed-Manager 
3. Mr. Abhilash Sankar - Administrative Officer 
4. Prof. Moideen Kutty Parayil - HOD, Department of Commerce-Member 
5. Prof.Abdul Ali TM - HOD, Department of English – Member 
6. Mr.Sudheesh S- HOD, Department of Computer Science -Member 
7. Mr.Abdul Fathah - HOD, Department of Social Work - Member 
8. Ms.Hanna Sulfikar - Assistant Professor-Co-ordinator 
9. Ms.Rajitha R- Assistant Professor-Member 
10. Ms.Sajitha P P- Assistant Professor-Member 

Prof. KOYAKUTTY T. K.
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11. Ms.Swapna O- Assistant Professor-Member 
12. Ms.Dipti S Raj- Assistant Professor-Member 
13. Ms.Vineetha A P- Assistant Professor-Member 
14. Ms.Subaida Unnikutti - Panchayath member 
15. Samser M -Alumni 
16. Vinsa Nargees K V- Student 

Discussions and Decisions

- Action plan for the academic year 2022-2023 is taken for discussion, requested for additional actions. Members suggested additional plan and by incorporating those plans.
- Necessary actions should be taken to improve the University examination results.
- Seminars/ workshops will be conducted for providing maximum exposure for students.
- ICT class will be promoted and the special training will be given for teachers.
- Students will be classified into different levels based on their academic performance , special attentions and remedial classes will be provided.
- Decided to form different mandatory committees.
- The categorization of Slow learners and advanced learners is done based on the first internal examination.
- Decided to conduct Onam celebration in the month of August.
- All the significant days will be observed with different kinds of programmes to increase the general awareness among students.

The meeting concluded with the vote of thanks by Ms. Hanna Sulfikar (IQAC Coordinator)




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES 2019-2020

NAME OF MEETING: IQAC

Meeting No: 2

MODE OF MEETING: Offline (Seminar Hall)

ACADEMIC YEAR 2019-2020

DATE: 12/08/2019

TIME: 2.30 PM – 4.30 PM

Agenda

- Induction Program report
- Remedial coaching report
- Other relevant issues permitted by the chair

Members present

1. Prof.Koyakutty T K- Principal- President *Om 3*
2. Mr. K A Majeed-Manager *Wah*
3. Mr. Abhilash Sankar - Administrative Officer *Abu*
4. Prof. Moideen Kutty Parayil - HOD, Department of Commerce-Member *Moideen*
5. Prof.Abdul Ali TM- HOD, Department of English – Member *Ali*
6. Mr.Sudheesh S- HOD, Department of Computer Science -Member *Sudheesh*
7. Mr.Abdul Fathah - HOD, Department of Social Work - Member *Fathah*
8. Ms.Hanna Sulfikar- Assistant Professor-Co-ordinator *Hanna*
9. Ms.Rajitha R- Assistant Professor-Member *Rajitha*
10. Ms.Sajitha P P- Assistant Professor-Member *Sajitha*
11. Ms.Swapna O- Assistant Professor-Member *Swapna*
12. Ms.Dipti S Raj- Assistant Professor-Member *Dipti*
13. Ms.Vineetha A P- Assistant Professor-Member *Vineetha*



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MALAPPURAM DISTRICT, KERALA

14. Ms. SubaidaUnnikutti - Panchayath member Sukun
15. Samser M -Alumni S.
16. VinsaNargees K V- Student V.N.

Minutes

- Meeting started with a prayer followed by welcome speech by IQAC coordinator.
- Minutes of previous meeting held on 28/ 05/ 2018, was confirmed by members.

Discussion

- Induction program of UG classes was organized under the leadership of IQAC in July 2018. A report of the same is prepared by the program coordinator of the concern departments and approved by the IQAC.
- The categorization of the students will be done such as slow learners and advanced learners, based on the class test. Remedial classes will be arranged.
- Remedial class report will be prepared by IQAC. The report will be presented in the next college council.

Meeting concluded with the official vote of thanks by Mr. Abhilash Sankar, administrative officer.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES 2019-2020

NAME OF MEETING: IQAC

Meeting No: 3

MODE OF MEETING: Offline (Seminar Hall)

ACADEMIC YEAR 2018-2019

DATE: 10/09/2019

TIME: 2.00 PM – 4.00 PM

Agenda







- Arabic association inauguration
- Arts fest
- Poetry day
- Honoring ceremony
- Mega Thiruvathira
- Election
- Onam celebration
- SAAC orientation
- ED workshop

Members present

1. Prof.Koyakutty T K- Principal-President *am 3*
2. Mr. K A Majeed-Manager *Wam*
3. Mr. Abhilash Sankar - Administrative Officer *266*
4. Prof. Moideen Kutty Parayil - HOD, Department of Commerce-Member *hmi2*
5. Prof.Abdul Ali- HOD, Department of English – Member *lilhu*
6. Mr.Sudheesh S- HOD, Department of Computer Science -Member *nam*
7. Mr.Abdul Fathah - HOD, Department of Social Work - Member *am*
8. Ms.Hanna Sulfikar- Assistant Professor-Co-ordinator *am*
9. Ms.Rajitha R- Assistant Professor-Member *Raul*
10. Ms.Sajitha P P- Assistant Professor-Member *am*



am 3
Prof. KOYAKUTTY T. K.
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11. Ms.Swapna O- Assistant Professor-Member 
12. Ms.Dipti S Raj- Assistant Professor-Member 
13. Ms.Vineetha A P- Assistant Professor-Member 
14. Ms.SubaidaUnnikutti - Panchayath member 
15. Samser M -Alumni 
16. Vinsa Nargees K V- Student 

Discussion and Decision

- Decided to conduct annual arts fest in the month of January
- World poetry day will be observed by the department of English and different programs and competitions will be conducted.
- An honoring ceremony will be conducted to congratulate the teachers and non teaching staff.
- Mega thiruvathira will be organized.
- Faculty members participated in the SAAC orientation program facilitated by the Kerala state higher education council.
- Decided to conduct an orientation program on CBCSS UG and PG. Dr. Gopalakrishnan, HOD, Marthoma college chungathara will be the chief guest.
- Planned to conduct ED workshop on the waste management system.
- Decided to conduct the inauguration of Arabic association.
- Decided to conduct University union election.
- Onam celebration will be conducted in the month of September.

Meeting concluded with the official vote of thanks by Ms. Hanna Sulfikar, IQAC Coordinator.




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES 2019-2020

NAME OF MEETING: IQAC

Meeting No: 4

MODE OF MEETING: Offline (Seminar Hall)

ACADEMIC YEAR 2019-2020

DATE: 13/01/2020

TIME: 2.30 PM – 4.30 PM

Agenda

- College day
- Magazine release
- Annual sports meet
- Film fest
- FDP

Members present

1. Prof.Koyakutty T K- Principal- President *am 3*
2. Mr. K A Majeed-Manager *WAM*
3. Mr. Abhilash Sankar - Administrative Officer *AS*
4. Prof. Moideen Kutty Parayil - HOD, Department of Commerce-Member *Moideen*
5. Prof.Abdul Ali TM - HOD, Department of English – Member *Ali*
6. Mr.Sudheesh S- HOD, Department of Computer Science -Member *Sudheesh*
7. Mr.Abdul Fathah - HOD, Department of Social Work - Member *Fathah*
8. Ms.Hanna Sulfikar- Assistant Professor-Co-ordinator *Hanna*
9. Ms.Rajitha R- Assistant Professor-Member *Rajitha*
10. Ms.Sajitha P P- Assistant Professor-Member *Sajitha*
11. Ms.Swapna O- Assistant Professor-Member *Swapna*
12. Ms.Dipti S Raj- Assistant Professor-Member *Dipti*
13. Ms.Vineetha A P- Assistant Professor-Member *Vineetha*

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14. Ms.Subaida Unnikutti - Panchayath member

15. Samser M -Alumni

16. Vinsa Nargees K V- Student

Suba

Samser

Vinsa

Discussion and Decision

- Decided to conduct college day in February.
- Magazine will be released in January
- Athlon. Annual sports will be conducted in December.
- Decided to organize Agito, Film fest.
- A faculty development program will be conducted based on "learning in the digital age".

Meeting concluded with the official vote of thanks by Ms. Hanna Sulfikar, IQAC Coordinator.



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Action Taken Report (2019-20)

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. Samsar M -Alumni
16. Vinsa Nargees K V- Student

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The College has implemented the following decisions of the IQAC:

- Induction programme and bridge courses were organized for first year students.
- Faculties maintained special book for recording the marks
- 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 and conducting Quiz competition.
- IQAC conducted meeting to give awareness on the documentation process of the college.
- All departments offered Add-on / certificate courses to their students.
- Remedial coaching is conducted to serve the needs of all students.
- Peer teaching is practiced by all departments.
- Best project award is declared.
- Academic data updated and uploaded to AISHE.
- Organised workshop on ethical hacking and web security by the department of Computer Science.
- Internal Academic and Administrative audit is organized by IQAC
- Feedback on curriculum obtained from students, teachers, employers, parents and alumni.




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