



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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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES 2020-2021

NAME OF MEETING: IQAC

Meeting No: 1

MODE OF MEETING: ZOOM (Online)

ACADEMIC YEAR 2020-2021

DATE: 28/04/2020

TIME: 3.30PM – 5.00PM

Professor Koyakutty T K, the principal of the institution, welcomed the IQAC members at their inaugural official meeting. He then proceeded to announce the names of each IQAC member present. Additionally, he gave an overview regarding the strategy of the institution for accreditation and outlined the essential requirements for moving forward with the accreditation process.

Agenda

- IQAC Action Plan 2020-2021
- Department action plan
- College academic calendar preparation
- Time table
- Training session for online class
- Online quiz
- Onam celebration
- Lockdown activities
- Lecture series
- FDP on ICT classroom
- Any other issues relevant permitted by the chair



[Signature]
of. KOYAKUTTY T. K.
PRINCIPAL
IDEAL COLLEGE FOR ADVANCED STUDIES
KADAKASSERY, AYANKALAM P.O. THAVANUR
MALAPPURAM DT., KERALA, PIN: 679 594

Members present

1. Prof. Koyakutty T K- Principal- President *Om 3*
2. Mr. K A Majeed - Manager *KAM*
3. Mr. Abhilash Sankar - Administrative Officer *Abhilash*
4. Prof. Moideen Kutty Parayil - HOD, Department of Commerce-Member *Moideen*
5. Prof. Abdul Ali TM- HOD, Department of English – Member *Abdul Ali*
6. Mr. Sudheesh S- HOD, Department of Computer Science -Member *Sudheesh*
7. Mr. Abdul Fathah - HOD, Department of Social Work - Member *Abdul 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*
14. Ms. Subaida Unnikutti - Panchayath member *Suba*
15. Tharik P -Alumni *Tharik*
16. Adithya Nambiyarath- Student *Adithya*

Minutes

- The meeting commenced with the welcome address of the IQAC COORDINATOR Ms. Rajitha R. The meeting confirmed the minutes of previous meeting held on April 28 2020.
- The IQAC action plan of the year 2021-2022, formulated based on the covid pandemic Lock down, was presented by the IQAC coordinator, the members of the committee commended on the same and the suggestions noted.
- All HOD's are requested to submit the action plans of the academic year 2020-2021 by the end of 30th JUNE 2021 to IQAC.



Om 26
Prof. KOYAKUTTY T. K.
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Decision

- The composition of IQAC was finalized and the duties were explained by the principal.
- Decided to conduct department wise Onam celebration on 27/08/2020.
- Each department planned to conduct lecture series by eminent scholars and professors of different colleges, relevant to their core subjects.
- Decided to conduct a special training for teachers for the proper and effective handling of online classes.
- Decided to conduct a faculty development programme on learning management system (LMS) EMBASE Pro.Suit on 16/06/2020

Meeting came to an end with an official vote of thanks by Mr. Abhilash Sankar, Administrative officer.



Om 3

Prof. KOYAKUTTY T. r.
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ACTION TAKEN REPORT (ATR)

Action Taken Report of the previous IQAC Meeting held on 28/04/2020.

- IQAC ensured that all departments adhered to the Academic Calendar for teaching, learning, and the schedule of examinations.
- The composition of IQAC was finalized and the duties were explained by the principal.
- A master timetable was prepared.
- Purchased Embase Software.
- Faculties participated in a five days FDP on the topic "Art of writing research articles and Funding".
- LMS training were given to the teachers for the proper and effective handling of online classes.
- Department -wise Lecture series were conducted.



Prof. KOYAKUTTY T. I.
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES 2020-2021

NAME OF MEETING: IQAC

MEETING :2

MODE OF MEETING: GOOGLE MEET (ONLINE)

DATE: 01/06/2020

TIME: 3:00PM- 4:00PM

Agenda

1. Analysis of department wise monthly activities and programme.
2. Participation of teachers in online programmes.
3. Training for newly purchased learning management system E-mbase.

Members Present

1. Prof. Koyakutty TK- Principal *Am 2*
2. Mr. KA Majeed- Manager *Wtm*
3. Mr. Abhilash Sankar- Administrative Officer *Abh*
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*



Am 2

Prof. KOYAKUTTY T. K.
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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 PP- Assistant Professor- Member
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. Mr. Tharik P- Alumni
16. Ms. Adithya Nambiyarath- Student

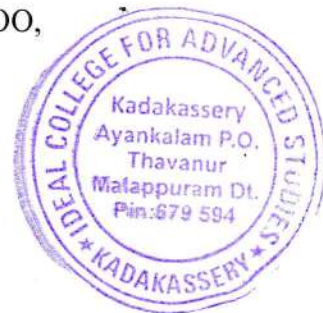
Discussion

- A meeting of IQAC was conducted to discuss the purchase of the learning management system, E-mbase.
- It was decided to serve with adequate provisions to manage the teaching learning process during the pandemic situation.
- The principle suggested that an intensive training programme should be organized for all the faculty members of the college.

Decision

- Decision was taken to invite the head of the LMS Mr. Nasar Perambra (COO, EMBASE) as the trainer for the programme.


Prof. KOYAKUTTY T.K.
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ACTION TAKEN REPORT(ATR)

Action Taken Report of the previous IQAC Meeting held on 01/06/2020.

- IQAC conducted workshop on Embase Solution on 16/06/2020. Faculties participated in various online training programmes.
- IQAC in association with various department Organized different Lockdown challenges like “Com.Veedu” for the students in different areas like craft making, cookery, family budget and lockdown experience sharing.
- The department of Computer science organized an online awareness about Covid 19 to the public, as the world is facing the biggest pandemic that has spread across the globe.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES 2020-2021

NAME OF MEETING: IQAC

MEETING :3

MODE OF MEETING: GOOGLE MEET(ONLINE)

DATE: 13/08/2020

TIME: 3:00PM- 4:00PM

Agenda



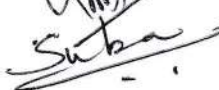
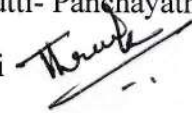

1. Virtual Onam Celebration.
2. SAAC Webinar Participation
3. NAAC Webinar Participation
4. Financial programmes relevant during the pandemic situation.

Members Present

1. Prof. Koyakutty TK- Principal *Am 2*
2. Mr. KA Majeed- Manager *WAM*
3. Mr. Abhilash Sankar- Administrative Officer *Abhilash*
4. Prof. Moideen Kutty Parayil – HOD, Department of Commerce -Member *Moideen*
5. Prof Abdul Ali TM- HOD Department of English- Member *Abdul Ali*
6. Mr. Sudheesh S – HOD, Department of Computer Science – Member *Sudheesh*
7. Mr. Adbul Fathah – HOD, Department of Social Work- Member *Adbul Fathah*
8. Ms. Hanna Sulfikar- Assistant Professor- Co-Ordinator *Hanna*
9. Ms. Rajitha R- Assistant Professor – Member *Rajitha*
10. Ms. Sajitha PP- Assistant Professor- Member *Sajitha*
11. Ms. Swapna O- Assistant Professor- Member *Swapna*



Am 2
PROF. KOYAKUTTY TK
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12. Ms. Dipti S Raj- Assistant Professor- Member 
13. Ms. Vineetha A P- Assistant Professor- Member 
14. Ms. Subaida Unnikutti- Panchayath member 
15. Mr. Tharik P- Alumni 
16. Ms. Adithya Nambiyarath- Student 

Minutes

- A meeting of the IQAC core committee was called to discuss the initiatives required to take in order to conduct collaborative programmes online.
- The IQAC Coordinator suggested a 20% of the fund for registration in online programmes can be contributed by the management..

Discussion

- Discussion made on participation of faculties in seminar, webinar , conference and workshops.
- Discussed the initiatives required to take in order to conduct collaborative programmes online.

Decisions

- It was decided that all the teachers must participated in at least one online career enrichment programme during the academic year.
- It was decided to associate with quality initiatives in the college with some external agencies like established governmental and non-governmental organizations.
- It was decided that the financial support to teachers who attend conferences, workshops and other qualitative developmental programmes.
- It was also decided to conduct programmes which are relevant in the pandemic situation.


Prof. KOYAKUTTY T. K.
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ACTION TAKEN REPORT (ATR)

Action Taken Report of the previous IQAC Meeting held on 13/08/2020.

- Various departments organized Onam celebrations, Independences Day through online mode.
- IQAC members participated in State level webinar on “SAAC context and content” was organized by SN College Nattika in academic collaboration with Kerala state higher education council govt. of Kerala on 25/07/2020.
- IQAC members participated in a National level Webinar on “NAAC- Assessment and Accreditation process” on 24/08/2020.



AA 26

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES 2020-2021

NAME OF MEETING: IQAC

MEETING :4

MODE OF MEETING: GOOGLE MEET (ONLINE)

DATE: 01/09/2020

TIME: 2:00PM- 3:30PM

Agenda

- Orientation for first years UG & PG students.
- Audit Courses
- Conduct International Webinar





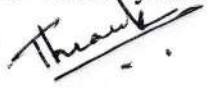

Members Present

1. Prof. Koyakutty TK- Principal *Ans 3*
2. Mr. KA Majeed- Manager *Wtm*
3. Mr. Abhilash Sankar- Administrative Officer *Abw*
4. Prof. Moideen Kutty Parayil – HOD, Department of Commerce -Member *huz*
5. Prof Abdul Ali TM- HOD Department of English- Member *Lilhu*
6. Mr. Sudheesh S – HOD, Department of Computer Science – Member *smm*
7. Mr. Adbul Fathah – HOD, Department of Social Work- Member *///*
8. Ms. Hanna Sulfikar- Assistant Professor- Co-Ordinator *Hst*
9. Ms. Rajitha R- Assistant Professor – Member *Rauk*
10. Ms. Sajitha PP- Assistant Professor- Member *Spp*



Ans 3
Prof. KOYAKUTTY T. K.
PRINCIPAL

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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. Mr. Tharik P- Alumni 
16. Ms. Adithya Nambiyarath- Student 

Minutes

- A meeting of the IQAC core committee was called to discuss the orientation programme for first year ug and first year pg.
- IQAC members including the core committee members and criterion heads was held to decide the audit course during the third and fourth semestyer UG courses.

Discussion

- The resource person for the orientation programme was decided during the meeting.
- The date for the orientation was decided as to be the first week of the commencement of the classes.

Decisions

- It was unanimously decided to select “IPR” and “Gender Studies” during the third and fourth semester respectively.
- It was decided to associate with quality initiatives in the college with some external agencies like established governmental and non-governmental organizations.
- Decision was also taken to organize an international webinar.


Prof. KOYAKUTTY T. K.
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ACTION TAKEN REPORT (ATR)

Action Taken Report of the previous IQAC Meeting held on 01/09/2020.

- Internal Evaluation is conducted through online examination.
- Department of English conducted lockdown contest "FIKA".
- All teachers prepared question papers of all courses as per the new curriculum and pattern as per the request received from the university.
- All the departments offered add on courses to their students.
- IQAC and Arabic department jointly organized an International webinar on World Arabic Day. The chief Guest for the same was Mr. Ashraf Aboul Yazid, Egyptian poet and novelist.



Prof. KOYAKUTTY T. K.
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES 2020-2021

NAME OF MEETING: IQAC

Meeting No: 5

MODE OF MEETING: ON LINE (ZOOM)

ACADEMIC YEAR 2020-2021

DATE: 15/09/2020

TIME: 10.00 AM – 12.30PM

Honorable principal inaugurated the meeting. He welcomed the members to the meeting.

Agenda





- UG and PG Induction program
- Teacher's day celebration
- Day observation
- Webinar on NEP
- International seminar on World Arabic Day
- Helpdesk for post matric scholarship

Members present

1. Prof. Koyakutty T K- Principal- President *Am 3*
2. Mr. K A Majeed - Manager *Wtm*
3. Mr. Abhilash Sankar - Administrative Officer *26w*
4. Prof. Moideen Kutty Parayil - HOD, Department of Commerce-Member *huy*
5. Prof. Abdul Ali TM- HOD, Department of English – Member *lilings*
6. Mr. Sudheesh S- HOD, Department of Computer Science -Member *2ms*
7. Mr. Abdul Fathah - HOD, Department of Social Work - Member *2ms*
8. Ms. Hanna Sulfikar - Assistant Professor-Co-ordinator *huy*
9. Ms. Rajitha R- Assistant Professor-Member *Rauch*
10. Ms. Sajitha P P- Assistant Professor-Member *SA*
11. Ms. Swapna O- Assistant Professor-Member *Sm*
12. Ms. Dipti S Raj- Assistant Professor-Member *huy*



Am 3
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13. Ms. Vineetha A P- Assistant Professor-Member 
14. Ms. Subaida Unnikutti - Panchayath member 
15. Tharik P - Alumni 
16. Adithya Nambiyarath - Student 

Minutes

- The meeting commenced with the welcome address of Ms. Rajitha R(IQAC Coordinator) .
- The meeting confirmed the minutes of previous meeting held on May 28 2020

Discussion

- Induction program for UG classes were planning to organize under the leadership of IQAC in November 2020.

Decision

- Induction program for UG classes were decided to conduct in the Month of November 2021
- Decided to conduct motivation and orientation class to the newcomers.
- IQAC will organize a webinar on NEP 2020 on 9th October 2020 through Google Meet. The session will be handled by Dr. Vinodkumar KP, Syndicate member, Calicut University.
- On behalf of world Arabic language day, department of Arabic decided to conduct an international Webinar. Mr. Ashraf Aboul Yazid, Egyptian poet and novelist will be the chief guest.

Meeting concluded with an official vote of thanks by IQAC Coordinator.


Prof. KOYAKUTTY T. K.
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES 2020-2021

NAME OF MEETING: IQAC

Meeting No: 6

MODE OF MEETING: ON LINE (ZOOM)

ACADEMIC YEAR 2020-2021

DATE: 22/02/2021

TIME: 3.45 PM – 5.00 PM

Agenda

- Workshop
- Result analysis
- Best student
- Self appraisal of teachers

Members present

1. Prof. Koyakutty T K- Principal- President *Am 3*
2. Mr. K A Majeed - Manager *Wam*
3. Mr. Abhilash Sankar - Administrative Officer *Am*
4. Prof. Moideen Kutty Parayil - HOD, Department of Commerce-Member *Am*
5. Prof. Abdul Ali TM - HOD, Department of English – Member *Am*
6. Mr. Sudheesh S- HOD, Department of Computer Science -Member *Am*
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 *Am*
10. Ms. Sajitha P P- Assistant Professor-Member *Am*
11. Ms. Swapna O- Assistant Professor-Member *Am*
12. Ms. Dipti S Raj- Assistant Professor-Member *Am*
13. Ms. Vineetha A P- Assistant Professor-Member *Am*



Am 3
Prof. KOYAKUTTY T. K.
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14. Ms. Subaida Unnikutti - Panchayath member *Subaida*

15. Tharik P - Alumni *Tharik*

16. Adithya Nambiyarath - Student *Adithya*

Minutes

- The Meeting minutes of the previous meeting were approved.

Discussion

- Consolidated programme reports of departments.
- Third Semester UG result Analysis and quality measurers.
- An academic audit for all departments will be conducted by IQAC team.
- Students will be involved in various extension activities to benefit the local community and develop their social responsibility.
- A program will be conducted to honour the Rank Holders.

Decision

- It has decided to conduct the annual day celebration on 22/3/2021.
- It has decided to conduct audit in all the departments
- The selection criteria of best out going student were based on their academic and non academic performance.

Meeting concluded with an official vote of thanks by IQAC Coordinator.



[Handwritten Signature]

Prof. KOYAKUTTY T. K.
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ACTION TAKEN REPORT (ATR)

Action Taken Report of the previous IQAC Meeting held on 22/02/2021.

- IQAC conducted an Internal Auditing in all the departments.
- IQAC designed the selection of criteria of best outgoing student were on their academic, non -academic, Leadership and Initiatives and community service and social responsibility.
- Third semester UG result analysis and quality measures were taken.
- Students will be involved in various extension activities to benefit the local community and develop their social responsibility.



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Prof. KOYAKUTTY T. K.
PRINCIPAL

IDEAL COLLEGE FOR ADVANCED STUDIES
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