



# 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 2021-2022

NAME OF MEETING: IQAC

Meeting No: 1

MODE OF MEETING: ZOOM (Online)

ACADEMIC YEAR 2021-2022

DATE: 21/05/2021




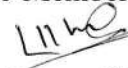

TIME: 3.30PM – 5.00PM

The Esteemed principal extended a warm welcome to the IQAC Members during their inaugural official meeting. He proceeded to announce the names of each IQAC member in attendance. Moreover, he provided an overview of the Institute's approach to preparing for accreditation and outlined the necessary requirements for progressing towards the accreditation process.


### Agenda

- IQAC Action Plan
- Department action plan
- College academic calendar preparation
- Result analysis
- Any other issues relevant permitted by the chair
- Faculty Development Program

### 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 



  
Prof. KOYAKUTTY T. K.  
PRINCIPAL  
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KADAKASSERY, AYANKALAM P.O., THAVANUR  
MALAPPURAM DISTRICT, KERALA, PIN: 679 594

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
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. Seema Madhu - Panchayath member
15. Gokul - Alumni
16. Ajmal P - Student

### Minutes

- The meeting commenced with a silent Prayer and Ms. Hanna Sulfikar (IQAC COORDINATOR) welcomed the members to the meeting
- The meeting confirmed the minutes of previous meeting held on April 30 2021.
- The IQAC action plan of the year 2021-2022 was presented by the IQAC coordinator, the members of the committee commended on the same and the suggestions noted.
- The members suggested to add more add on programs in the action plan of 2021-2022
- All HOD's are requested to submit the action plans of the 2cademic year 2021-2022 by the end of 30<sup>th</sup> JUNE 2021 to IQAC.

### Decision

- The college academic calendar was formed.  
Members- Ms. Vineetha and Ms. Nijina
- The committee will prepare the calendar in discussion with the college council and submit to IQAC by 17<sup>th</sup> June 2021. The IQAC will share the same to department heads for department action plan preparation.
- The meeting of all clubs, cells and forum should be held by the concerned coordinators at least two times in a year.



*[Handwritten signature]*

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- The induction program for first year students requested to be conducted on the November 2021. HOD's are requested to arrange sessions related to courses in concerned programs and institutional orientation session.
- Course wise Result analysis should be submitted to IQAC 11<sup>th</sup> June 2021.
- Feedback report (Curriculum) presented by the coordinator and action to be taken in discussion.
- Meeting came to an end with an official vote of thanks by Mr. Abhilash Sankar (AO)
- Decided to conduct a FDP on the topic Embase- Pro Suit software training.



A handwritten signature in green ink, appearing to be "Koyakutty T. K.", written over a horizontal line.

**Prof. KOYAKUTTY T. K.**  
**PRINCIPAL**

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## ACTION TAKEN REPORT (ATR)

Action Taken Report of the previous IQAC Meeting held on 21/05/2021.

- Formed a NAAC screening committee for the preparation of documents.
- Number of add on courses were increased to enhance their knowledge skills.
- Provided internet connection to all departments with Wi-Fi facilities.
- IQAC Organized reopening ceremony on 04/06/2021 through Zoom Platform.
- Conducted Remedial coaching for both UG and PG



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## Internal Quality Assurance Cell (IQAC)

Minutes 2021-2022

NAME OF MEETING: IQAC

Meeting: 2

MODE OF MEETING: ZOOM (ONLINE)

DATE: 08/06/2021

TIME: 2:00PM- 3:00PM

IQAC Coordinator welcomed the all participants. An overview of the meetings agenda was provided, focusing on the action plan for the academic year 2021-2022. The IQAC Coordinator presented a proposal for introducing new add on courses.

### Agenda

- Review of the previous meeting and the action taken report.
- Introduction of New Add on Courses.
- Approval of Year Plan.
- Improve the quality of PG student's Project.
- Strategies to ensure maximum enrollment of students in Add on Courses.
- Vaccination Drive.
- Covid protocols for conducting university exams.









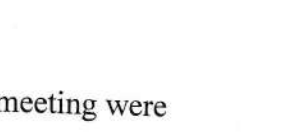

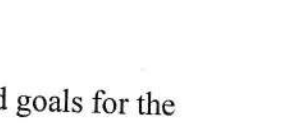
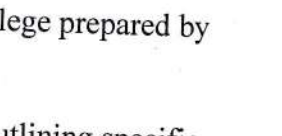
### Members Present

1. Prof. Koyakutty TK- Principal *Om 3*
2. Mr. KA Majeed- Manager *WAM*
3. Mr. Abhilash Sankar- Administrative Officer *Abh*
4. Prof. Moideen Kutty Parayil – HOD, Department of Commerce -Member *Moideen*



*Om 3*

Prof. KOYAKUTTY T. K.  
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5. Prof Abdul Ali TM- HOD Department of English- Member 
6. Mr. Sudheesh S – HOD, Department of Computer Science – Member 
7. Mr. Adbul 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. Seema Madhu- Panchayath member 
15. Gokul- Alumni 
16. Adithya Nambiyarath- Student 

### Minutes

- Approval of Year Plan for the academic year 2021-2022.
- The agenda and previous and its action taken of the previous meeting were discussed and evaluated.

### Discussion

- Discussion centered around identifying the key objectives and goals for the upcoming academic year based on perspective plan of the college prepared by IQAC.
- The IQAC Coordinator presented the approved action plan, outlining specific tasks and strategies to achieve the identified objectives.
- A detailed timeline for the implementation of the action plan was presented and discussed.
- In order to improve the teaching earning of college, various skill oriented programmes for teachers and students were proposed for the academic year.

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

Action Taken Report based on the previous IQAC meeting held on 08/06/2021.

- The IQAC Coordinator was assigned to prepare the action plan based on the feedback and circulate the final version and assign duties to all members.
- Department heads and stakeholders were informed of their roles and responsibilities in the implementation of the action plan.
- IQAC organized a FDP on LMS on 16/06/2021 for teachers.
- The IQAC Coordinator was assigned to finalize the certificate course details and submit proposals for necessary approvals.
- Teachers were assigned to handle specific tasks related to change specific tasks related to encourage students join in the skills-oriented programmes.
- Department heads were charged with assigning duties to develop a comprehensive plan to enhance the projects in their specific fields of study.
- In connection with the university exams, IQAC organized a meeting with health department and police department on 25/06/2021.



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## Internal Quality Assurance Cell (IQAC)

Minutes 2021-2022

NAME OF MEETING: IQAC

Meeting: 3

MODE OF MEETING: ZOOM (ONLINE)

DATE: 09/08/2021

TIME: 2:00PM- 3:00PM

### Agenda

1. Discussion of the previous meeting and the ATR.
2. NAAC data collection.






### Members Present

1. Prof. Koyakutty TK- Principal *Om 3*
2. Mr. KA Majeed- Manager *WBM*
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*
7. Mr. Adbul 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 PP- Assistant Professor- Member *Sajitha*
11. Ms. Swapna O- Assistant Professor- Member *Swapna*

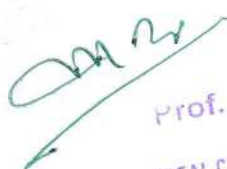


*Om 3* = Prof. KOYAKUTTY T. K.  
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12. Ms. Dipti S Raj- Assistant Professor- Member 
13. Ms. Vineetha A P- Assistant Professor- Member 
14. Ms. Seema Madhu- Panchayath member 
15. Gokul- Alumni 
16. Adithya Nambiyarath- Student 

- The IQAC Coordinator welcomed all participants and introduced the agenda for the day.
- NAAC data collection for the academic year 2021-2022.
- The previous meeting's agenda and action were reviewed, and the progress of their implementation was assessed.
- The IQAC coordinator provided an overview of the NAAC data collection process, outlining the required documentation and criteria.
- Members were briefed on the significance of accurate and comprehensive data for accreditation purposes.
- Principle presented a list of key data points required for the NAAC accreditation process.
- Responsibilities for data collection were assigned to relevant departments and individuals.



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## ACTION TAKEN REPORT (ATR)

Action Taken Report Conducted on the basis of previous IQAC Meeting held on 09/08/2021.

- Criteria wise review meeting was planned for discussing the status of data collection.
- The IQAC Coordinator was assigned to circulate a detailed plan for data collection.
- IQAC Organized one day lecture for teaching on the topic “effective speaker skills & effective usage of English language in class rooms” on 09/08/2021.
- IQAC Organized free of cost vaccination drive for covid-19 on 30/06/2021



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## Internal Quality Assurance Cell (IQAC)

### Minutes 2021-2022

NAME OF MEETING: IQAC

Meeting: 4

MODE OF MEETING: SEMINAR HALL (OFFLINE)

DATE: 30/09/2021

TIME: 3:00PM- 4:00PM

### Agenda

1. Discussion of the previous meeting and the ATR.
2. Review meeting of all Seven NAAC criteria.
3. Excellence award ceremony.

### Members Present

1. Prof. Koyakutty TK- Principal *Om 3*
2. Mr. KA Majeed- Manager *Wan*
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*



*Om 3*

Prof. KOYAKUTTY T. K.  
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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 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. Seema Madhu- Panchayath member.
15. Gokul- Alumni
16. Adithya Nambiyarath- Student

### Minutes

- The IQAC Coordinator welcomed all participants and introduced the agenda for the day.
- The principal provided an overview of the seven criteria of NAAC, emphasizing the importance of the review process.

### Discussion

- Criteria 1 : Curricular Aspects: Discussion and review of the institution's performance and documentation related to Criteria 1 took place.
- Members provided feedback on strengths and areas that need improvement in the criteria 1.

- Criteria 2: Teaching- Learning and Evaluation: A detailed discussion on Criteria 2 ensued focusing on teaching methodologies, assessment practices, and OBE initiatives recommendations and suggestions for enhancement were discussed.
- Criteria 3: Research, Consultancy and Extension: The institution's compliance with criteria 3 was thoroughly examined, covering research activities and extension programs. Members deliberated on strategies to enhance performance in this criterion.
- Criteria 4: Infrastructure and Learning Resources: The meeting delved into criteria 4, evaluating the adequacy and functionality of the institution's infrastructure and learning resources. Feedback was provided to address any identified gaps.
- Criteria 5: STUDENT Support and Progression: Discussion revolved around Criteria 5, reviewing the institution's mechanisms for student support and progression. Members provided input on improving support mechanisms for students.
- Criteria 6: Governance, Leadership and Management: A detailed discussion on Criteria 6 ensued, assessing the effectiveness of the institution's leadership and governance structures.
- Criteria 7: Innovations and Best practices : The meeting evaluated criteria 7, focusing on the institution's initiatives for best practices, green initiatives and institutional distinctiveness. Members shared insights on successful practices and recommended areas for further modifications.
- The previous meeting's agenda and action were discussed and their implementation status was evaluated.

  
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## ACTION TAKEN REPORT

Action Taken Report on the basis of previous IQAC meeting held on 30/09/2021.

- A Timeline for implementing the suggested improvement and completing documentation was discussed and agreed upon.
- IQAC Organized a one day lecture for teachers on the topic “ Aesthetics Teaching” on 18/09/2021.
- IQAC Organized an academic excellence award ceremony for honoring Calicut university rank holders on 21/12/21.



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES 2021-2022

NAME OF MEETING: IQAC

Meeting No: 5

MODE OF MEETING: OFF LINE (IQAC ROOM)

ACADEMIC YEAR 2021-2022

DATE: 01/10/2021

TIME: 10.00PM – 12.30PM

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

### Agenda

- Induction program
- Slow learners and advanced learners classification
- Revision and remedial coaching
- IQAC Grievance report
- Add On Courses
- WDC
- Semester Registration
- FDP

### Members present

1. Prof. Koyakutty T K- Principal- President *Om 3*
2. Mr. K A Majeed - Manager *Wtm*
3. Mr. Abhilash Sankar - Administrative Officer *Abw*
4. Prof. Moideen Kutty Parayil - HOD, Department of Commerce-Member *hmy*
5. Prof. Abdul Ali TM- HOD, Department of English – Member *lilhe*
6. Mr. Sudheesh S- HOD, Department of Computer Science -Member *nam*



*Om 3* 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 P P- 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. Seema Madhu - Panchayath member
15. Gokul - Alumni
16. Ajmal P - Student

### Minutes

- The meeting commenced with a silent Prayer and Ms. Hanna Sulfikar (IQAC Coordinator) welcomed the members to the meeting
- The meeting confirmed the minutes of previous meeting held on May 21 2021

### Discussion

- Induction program for UG classes were planning to organize under the leadership of IQAC in November 2021.
- Based on first internal examination marks categorization if UG students in to slow learners and advanced learners.
- Remedial coaching classes should be given to the PG and UG students under the guidance of concern HOD's
- Grievance of criteria files noted by the IQAC and informed to the concern criteria heads.
- Adding new faculty member to the WDC wing.
- On behalf of Staff Day Programme EUPHONY 2K21 a FDP was conducted on 18<sup>th</sup> September 2k21.



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## Decision

- Induction program for UG classes were decided to conduct in the Month of November 2021
- It has decided to submit the course completion report of Add on Courses
- Ms. Maya Raj V will be a part of WDC.
- Decided to conduct semester change for first year UG Students with a semester registration.

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



A handwritten signature in green ink, appearing to be "KAA 25" with a long horizontal stroke extending to the right.

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## ACTION TAKEN REPORT

Action Taken Report on the basis of previous IQAC meeting held on 01/10/2021.

- Course completion report on Add-on course submitted.
- Approval for conducting Pre-marital counseling courses the first session will be taken by Ms. Sabira ( Psychologist & counseling, Minority welfare department)
- Systematic semester registration process completed.



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

### MINUTES 2021-2022

NAME OF MEETING: IQAC

Meeting No: 6

MODE OF MEETING: OFF LINE (IQAC ROOM)

ACADEMIC YEAR 2021-2022

DATE: 10/03/2022

TIME: 3.45 PM – 5.00 PM

### Agenda


- Consolidate report
- Evaluation of faculties
- Academic year plan
- Result analysis
- Best student
- Annual day

### Members present


1. Prof. Koyakutty T K- Principal- President *Om 3*
2. Mr. K A Majeed - Manager *AM*
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*
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*




*Om 3*  
Prof. KOYAKUTTY T. K.  
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12. Ms. Dipti S Raj- Assistant Professor-Member 

13. Ms. Vineetha A P- Assistant Professor-Member 

14. Ms. Seema Madhu - Panchayath member 

15. Gokul - Alumni 

16. Ajmal P - Student 

### 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 22/3/2022.
- 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.



  
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## ACTION TAKEN REPORT(ATR)

Action Taken Report of the previous IQAC Meeting held on 10/03/2022.

- IQAC Conducted an annual review meeting of heads of each department, conveners of various committee/clubs/cells of the academic year 2021-2022 and the evaluated the presentations of the departments and cells.
- Seminars, workshops, research forum, IV, fieldworks, Media visit etc., were organized during this academic year.
- The college management promoted various green practices and also conducted a green audit, energy audit, environment audit during this academic year.
- The college conducted an academic and administrative audit by a committee consisting of external experts as suggested by IQAC at the end of this academic year.
- To improve the teaching learning process in the campus all HOD's conducted a result analysis of their department and submitted the same to IQAC.



*[Handwritten Signature]*  
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