



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 2022-2023

NAME OF MEETING: IQAC

Meeting No: 1

MODE OF MEETING: Offline (IQAC Room)

ACADEMIC YEAR 2022-2023

DATE: 23/05/2022

TIME: 10.00 AM - 12.30 PM

The 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

- Action of IQAC Presentation and submission
- Feedback analysis report approval and action to be taken
- NAAC preparation- selection of criteria coordinators
- Annual reports of Department submission.
- Seminar/Workshops to be organized for the quality bench marking

Members present

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



[Signature]
Prof. KOYAKUTTY T. K.
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10. Ms. Rubeena U - 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. Muhammed Binas K V - Alumni

16. Nasif M - Student

Minutes

- Ms. Hanna sulfikar , IQAC Coordinator welcomed the members
- Minutes of previous meeting held on 10/03/2022

Discussions

- 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.
- Feedback analysis report is presented in the IQAC meeting, approved and suggested to upload the same in the college website.
- Actions has been suggested to management based on the feedback analysis report
- With a detailed discussion, IQAC has suggested the following members as the criteria coordinators for SSR preparations
 1. Criteria 1: Ms. Ranjitha P B (Asst. Prof, Commerce)
 2. Criteria 2: Mr. Jaseel P J (Asst. Prof, Social Work)
 3. Criteria 3: Mr. Dileep K P (Asst. Prof, Commerce)
 4. Criteria 4: Ms. Swapna O (Asst. Prof, Computer Science)
 5. Criteria 5: Ms. Rubeena U (Asst. Prof, English)
 6. Criteria 6: Ms. Dipti S Raj (Asst. Prof, Commerce)
 7. Criteria 7: Ms. Vineetha A P (Asst. Prof, Commerce)
- Annual report of various departments, college annual report, IQAC annual report were presented before IQAC members. IQAC has approved the reports and suggested to upload the same to the college website

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- Seminar and workshops to be organized by various departments- A list of the same should be submitted to IQAC before 28/06/2022
- Class room with ICT facility (smart board and projector)
- More number of computers should purchase for the computer science department
- Criteria coordinators should meet the IQAC coordinator to update the status of the criteria.

Decision

- It has decided to conduct various workshops and seminars in various departments.
- Teachers should use ICT class rooms.
- IQAC coordinator will give a detailed class for the criteria coordinators regarding the works which they have to do.




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ACTION TAKEN REPORT (ATR)

Action Taken Report of the previous IQAC Meeting held on 23/05/2022.

- Various workshops and seminars were organized by various departments.
- IQAC Coordinator allocated criteria wise documentation process.
- Sanctioned the required number of computers in the computer lab.
- Effective use of ICT Tools in classrooms.



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INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES 2022-2023

NAME OF MEETING: IQAC

Meeting No: 2

MODE OF MEETING: Seminar Hall

ACADEMIC YEAR 2022-2023

DATE: 07/07/2022

TIME: 10.00 AM – 12.30 PM

The 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

- Presentation of SWOC
- Collecting AAA
- Revised action plan Approval

Members present

1. Prof. Koyakutty T K- Principal- President *am 3*
2. Mr. K A Majeed - Manager *Wbm*
3. Mr. Abhilash Sankar - Administrative Officer *Dew*
4. Prof. Moideen Kutty Parayil - HOD, Department of Commerce-Member *hmg*
5. Prof. Abdul Ali TM - HOD, Department of English – Member *Lilhe*
6. Mr. Sudheesh S- HOD, Department of Computer Science -Member *sm*
7. Mr. Abdul Fathah - HOD, Department of Social Work - Member *sm*
8. Ms. Hanna Sulfikar - Assistant Professor-Co-ordinator *Hat*
9. Ms. Rajitha P B - Assistant Professor-Member *Rah*
10. Ms. Rubeena U - Assistant Professor-Member *Rm*
11. Ms. Swapna O- Assistant Professor-Member *Sm*
12. Ms. Dipti S Raj- Assistant Professor-Member *DF*
13. Ms. Vineetha A P- Assistant Professor-Member *Vinf*
14. Ms. Seema Madhu - Panchayath member *Seem*
15. Muhammed Binas K V - Alumni *BK*
16. Nasif M - Student *NM*



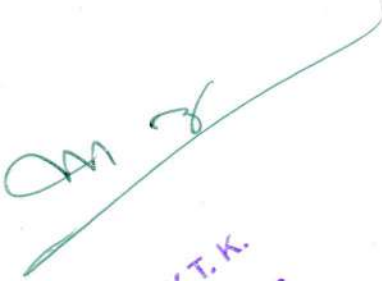
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Minutes

- Ms. Hanna sulfikar , IQAC Coordinator welcomed the members.
- Minutes of previous meeting held on 23/05/2022.
- The agenda of the meeting was explained.

Discussions

- IQAC coordinator presented the SWOC analysis to identify Strengths, Weaknesses, Opportunities, and Challenges of the institution.
- The status of accreditation and the steps to be taken for continuous improvement was also discussed.
- There was a complete agreement among the members about the revised plan of action - Teaching and learning, Infrastructure development, Training and development programs.
- A workshop on learning management system- EMBASE


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ACTION TAKEN REPORT (ATR)

Action Taken Report of the previous IQAC Meeting held on 07/07/2022.

- Various workshops and seminars were organized by various departments.
- Writing workshop was organized for students on 25/07/2022.
- Workshop conducted on "Basic on stock market" on 21/07/2022.
- Adweek seminar series were organized by the Department of Commerce in associated with IQAC.



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

MINUTES 2022-2023

NAME OF MEETING: IQAC

Meeting No: 3

MODE OF MEETING; Seminar Hall

ACADEMIC YEAR 2022-2023





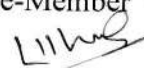

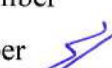






DATE: 18/11/2022

TIME: 3.30 PM – 5.00 PM

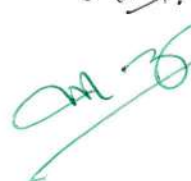
Agenda

- Action plan for IQAC criteria documentation
- Monthly report format
- NAAC awareness to staff members
- Soft skill training.

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 P B - Assistant Professor-Member 
10. Ms. Rubeena U - 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 




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14. Ms. Seema Madhu - Panchayath member

15. Muhammed Binas K V - Alumni

16. Nasif M - Student

Minutes

- IQAC Coordinator Ms. Hanna Sulfikar welcomed the members
- Minutes of previous meeting was held on 23/05/2022

Discussions

- Ms. Rajitha P B Criteria 1 Coordinator will update the status of CBCS, Syllabus and regulations
- Add on/Certificate course will be documented properly
- Mr. Jaseel criteria 2 Coordinator will update the documents related with admission, teachers of last four years.
- Paper publication and book publication will be promoted by IQAC.
- NSS program officers and HOD's are requested to submit the documents to IQAC.

Decision

- It has decided to submit all the updated documents to the IQAC coordinator
- IQAC Coordinator will handle a session to criteria heads regarding of documentation of files
- The add on certificates documents and reports should submit.




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ACTION TAKEN REPORT (ATR)

Action Taken Report of the previous IQAC Meeting held on 18/11/2022

- Collected all the updated documents from the criteria heads.
- Add-on coordinators submitted the reports.
- Field work was organized.
- Internal auditing of the four departments was conducted.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES 2022-2023

NAME OF MEETING: IQAC

Meeting No: 4

MODE OF MEETING: Seminar Hall

ACADEMIC YEAR 2022-2023

DATE: 19/12/2022

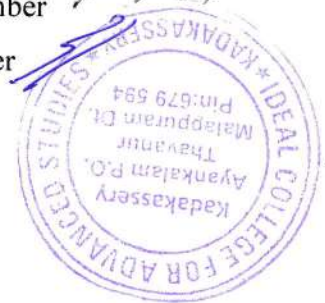
TIME: 3.30 PM – 5.00 PM

Agenda

- Discussion on College Union Inauguration and Art Fest
- Christmas Celebration
- Nss Camp
- Enquiry Committee
- WDC

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 P B - Assistant Professor-Member 
10. Ms. Rubeena U - 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 



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14. Ms. Seema Madhu - Panchayath member

15. Muhammed Binas K V - Alumni

16. Nasif M - Student

Discussions

- IQAC coordinator Hanna Sulfikar welcomed the members.
- NSS Camp called 'Mandhara' is going to be conducted from 25th Dec 2022 to 31st December 2022 at Kadancheri Higer secondary School. Mr.Yahkoob has briefly explained about the camp and requested all teachers' co-operation and support for the smooth conduction of the Camp.
- Ms.Rajitha, Fine arts coordinator, has briefed about the upcoming arts program named 'Grandiose' which is going to be conducted from 20/12/22 to 21/12/22 December.
- As part of district level anti dowry campaign PCWF has decided to conduct a closing ceremony at Ideal College on 22nd December 2022 at 1.30 pm. Cine artist Mr.Madhupal will inaugurate the function.
- Malayalam essay writing and Elocution competition are going to be held in connection with the closing ceremony of PCWF at Ideal college. 2 students will represent from our college and participate in the above mentioned programme.
- An enquiry committee has been constituted for resolving any student related issues if any. A committee was formed, headed by chairman Mr.Hashir K.P. along with other staff members Mr. Mohammed Mishab and Ms.Noorjahan.
- It is decided to felicitate and give a token of appreciation to rank holders in BSW , best teacher, best driver, best conservancy staff, vehicle attendee, sports instructor and meritorious award winner.

Decision

- Decided to conduct Christmas celebration on 23rd December 2022. Mr.Jaseel and Ms.Naseeba Thasneem were selected as Coordinator and Asst.Co.ordinator of the programme respectively.



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ACTION TAKEN REPORT (ATR)

Action Taken Report of the previous IQAC Meeting held on 19/12/2022

- Christmas celebration was conducted on 23/012/2022.
- Third session of pre marital counseling conducted on 24/01/2023.
- Arts Fest conducted on 20/12/2022 and 21/12/2022.
- Letter drafting workshop "Katholakam" was organized under IQAC & Malayalam Department.
- Media Visit and IV- Organised trips for students to visit industries or companies to provide them with practical insights into their operations, manufacturing processes and overall functioning.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES 2022-2023

NAME OF MEETING: IQAC

Meeting No: 5

MODE OF MEETING: Seminar Hall

ACADEMIC YEAR 2022-2023














DATE: 29/04/2023

TIME: 3.30 PM – 5.00 PM

Agenda

- Internal academic audit
- Students academic evaluation
- Students activity improvement

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 P B - Assistant Professor-Member 
10. Ms. Rubeena U - 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 





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14. Ms. Seema Madhu - Panchayath member

15. Muhammed Binas K V - Alumni

16. Nasif M - Student

Discussions

- IQAC coordinator Hanna Sulfikar welcomed the members
- The following faculty will be continuing the in charge of Internal Examination
 1. Ms. Shaheena Asst. Prof of Commerce
 2. Ms. Vineetha Asst. Prof of Commerce

- 3. Audit Members
 - ✓ Chairman: Prof. Koyakutty (Principal)
 - ✓ Members: Prof. Moideen Kutty (Vice Principal)
 - Mr. Abhilash Sankar (AO)
 - Mr. Abdul Ali (HOD English)
 - Ms. Shaheena (Asst. Prof Commerce)
 - Mr. Abdul Fathah (HOD Social Work)
 - Mr. Sudheesh (HOD Computer Science)
 - Ms. Hanna Sulfikar (IQAC Coordinator)

- 4. Result analysis of Second semester UG and PG should handover to IQAC
- 5. To handover the documents of IV Reports, field work, internship
- 6. Self appraisal form should handover to IQAC
- 7. Review of student project, study tour reports, club activities reports should hand over.

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Decision

- The documents should handover to the Principal followed by IQAC
- Teachers are instructed to publish articles
- Teachers and students are instructed to present/participate in National/international conferences.




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ACTION TAKEN REPORT (ATR)

Action Taken Report of the previous IQAC Meeting held on 29/04/2023

- IQAC ensured that all department should follow the academic calendar.
- Completed the registration process of NIRF.
- IQAC ensured proper updation in the monthly reports.
- Department of Commerce took initiation to organize the management Fest "ASTRA 2K23".
- Students attended various national seminars, workshops and paper presentations.
- Department of English organized literary fest 'Zephyr' and a drama workshop.
- IQAC took initiative to conduct gender equity programmes.
- Day observations were conducted under various clubs and department.
- Department of Social work organized National Tour.
- Life skill workshop, observation visit, project workshop and workshop on research methodology were organized.
- PSC online registration was conducted.
- A film festival "CASABLANCA" was conducted.
- IQAC ensured the systematic updation of teacher's diary and departmental diary.
- Meeting of all stakeholders were conducted to inform the updated NAAC guidelines.
- Collected the information on webinar and online teaching from different faculties, it was reviewed by IQAC.
- Provided internet connection to all department with Wifi facility inside the classroom.
- IQAC conducted student survey.



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