



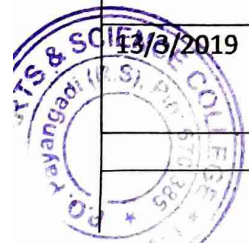
CO-OPERATIVE ARTS AND SCIENCE COLLEGE-MADAYI

P.O PAYANGADI (R.S), 670358, KANNUR DT, KERALA
Aided by the Govt. of Kerala & Affiliated to Kannur University

Ph: 0497 2870550, 0497 2876410 | Web: www.cascollege.ac.in | E-mail: office@cascollege.ac.in

Action Taken Report 2018-19

Date	Resolution	Action taken
20/06/2018	Formation of different committees and assignment of responsibilities to staff members	Different committees were reconstituted and instructed to conduct various programmes by such committees
	Preparation of Academic plan by departments, NCC, NSS clubs and committees	Decided to submit the action plans of each department, NSS, NCC clubs and committees by 07/07/2018
	Feedback Analysys	Feed back of 2017-18 academic year is discussed and suggestions of the members were noted. Planned to conduct remedial teaching and more effective tutorial activities.
	Discussion on matters relating to NAAC	Decided to speed up the activities relating to NAAC by submitting the pending AQARs at the earliest.
	Organise Seminar/Workshop by departments	Instructed different departments to conduct programmes.
	Preparation of Academic calendar	Decided to prepare the Academic Callender for the year 2018-19 after getting the action plan from all the departments.
17/10/2018	Discussion on Internal Evaluation system	Meeting discussed on the internal evaluation system and decided to strictly follow the Kannur university norms for the internal evaluation system. Instructed the departments to prepare the semester plan /teaching plan and conduct model examination in the usual way.
	Organise Seminar/Workshop	Evaluated the feed back of the seminar conducted by history department and discussed about the proposed programmes of other departments
	Requirement of Physical Facilities	Meeting decided to inform the PTA committee regarding the requirements of physical facilities.
	Progress of NAAC work	Evaluated the NAAC work and decided to speed up the work
06/02/2019	Organise seminar by IQAC in Association with History Department	It is decided to conduct the seminar on 28/02/2019
	Preparation of Pending AQARs	Discussed about the details collected for AQAR and also decided to meet with different Criterion team
	Discussion on Extension activities	Discussed about the activities of NSS, NCC and other clubs and committees. And decided to convene special meetings of different committees.
13/3/2019	Feed back collection from different stakeholders	Feed back form was supplied to all the departments and asked to collect the fed back from all stakeholders and submit the report.
	Action plan for 2019-20	Informed all HODs to prepare action plan for 2019-20
	Maintenance of infrastructure	Decided to inform the management regarding the requirements of infrastructure maintenance



PRINCIPAL
CO-OP. ARTS & SCIENCE COLLEGE
MADAYI, PAYANGADI (RS) POST
KANNUR - 670 358



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Minutes of IQAC Meeting 2018-19

Notice

A meeting of IQAC members will be held on 20/6/2018 at 2.30 P.M at IQAC room. All are requested to attend the meeting on time.

Agenda

1. Formation of Different Committees & Preparation of Academic Calender.
2. Feedback analysis
3. Discussion on matters relating to NAAC
4. Organise seminar/workshop on socially relevant topics by different departments
5. Any other matter.

To

1. Dr. N. Padmanabhan (Principal) Chairman, IQAC
2. Smt. Latha E.S, Department of English
3. Dr. Sujatha, Department of Malayalam
4. Sri. Johny M.V, Department of History
5. Smt. Rajitha N.K, Department of Commerce & Mgt Studies
6. Dr. Shijina.V, Department of Mathematics
7. Sri. M K Rajan, President, Board of Management
8. Sri. Karunakaran Master, Director, Board of Management
9. Sri. Najeeb. M.V, Vice President, PTA
10. Shimna K.V, Student Representative
11. Sri. Kripesh Krishnan, Alumni
12. Sri. Sunil Kumar M P, Senior Clerk
13. Smt. Rajitha M B, Senior Clerk

Madayi

Dr. G. Premkumar

18/06/2018

IQAC Co-ordinator

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Madayi

18/06/2018

Dr. G. Premkumar

IQAC Co-ordinator

Minutes of the meeting of IQAC Committee held on 20/6/2018, 2-30 P.M @ IQAC room.

1. Dr. N. Padmanabhan. 
2. Dr. G. Premkumar. 
3. Smt. Latha E-S - 
4. Dr. Shyina - V 
5. Smt Rajitha N.K 
6. Sri Johnny M.V 
7. Sri Sunil Kumar M.P 
8. Smt Rajitha .M.B 
9. Dr. Sujatha . P 

Decisions taken at the meeting

1. Meeting discussed on the Proposed activities for the Academic year 2018-19
2. Discussed on the feed-back received from different Stake holders
3. Formed different committees and clubs and assigned responsibilities to the teachers.
4. Decided to speed up the activities relating to NAAC.
5. Decided to prepare the Academic calendar by the end of June 2018.



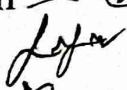


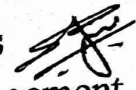
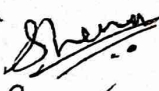



Notice

A meeting of IQAC members will be held on 17/10/2018 at 2.30 P.M at IQAC room. All are requested to attend the meeting on time.

Agenda

1. Organising Seminar/Workshop
2. Progress of NAAC work.
3. Evaluation of Internal/ Model Examination systems
4. Any other matter.

To

- 1 Dr. N. Padmanabhan (Principal) Chairman, IQAC 
2. Smt. Latha E.S, Department of English 
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13. Smt. Rajitha M B, Senior Clerk 

Madayi

15/10/2018


Dr. G. Premkumar

IQAC Co-ordinator

Co-ordinator IQAC

held on 17/10/2018, 2.30 P.M @ IQAC room.
and ATR of the meeting
Members Present

1. Dr. N. Padmanabhan
2. Dr. G. Premkumar
3. Smt E-S Latha
4. Dr. Sujatha. P
5. Sri Johnny M.V
6. Smt. Rajitha N.K
7. Dr. Shyama. V
8. Sri. Sunil kumar M.P
9. Smt Rajitha M.B
10. Shunna K.V

Meeting Decisions and ATR

1. Meeting discussed about the Internal evaluation system.
2. Decided to conduct the model examination of odd semester during Oct-Nov.
3. Evaluated the feed back of the seminar organised by history department.
4. Decided to inform the PTA committee regarding the requirements of physical facilities.








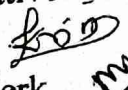


Notice

A meeting of IQAC members will be held on 6/2/2019 at 2.30 P.M at IQAC room. All are requested to attend the meeting on time.

Agenda

1. Seminar by Dept. of History in Association with IQAC.
2. Preparation of AQAR
3. Any other matter.

To

- 1 Dr. N. Padmanabhan (Principal) Chairman, IQAC 
2. Smt. Latha E.S, Department of English 
3. Dr. Sujatha, Department of Malayalam 
4. Sri. Johny M.V, Department of History 
5. Smt. Rajitha N.K, Department of Commerce & Mgt Studies 
6. Dr. Shijina.V, Department of Mathematics 
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8. Sri. Karunakaran Master, Director, Board of Management
9. Sri. Najeeb. M.V, Vice President, PTA
10. Shimna K.V, Student Representative 
11. Sri. Kripesh Krishnan, Alumni 
12. Sri. Sunil Kumar M P, Senior Clerk 
13. Smt. Rajitha M B, Senior Clerk 

Madayi

4/02/2019











Dr. G. Premkumar

IQAC Co-ordinator


Co-ordinator IQAC
Co-operative Arts & Science College
Madayi - 670353

Minutes of meeting of IOAC held on
6/2/2019 at 2.30 P.M @ IOAC Room.

Members Present:

1. Dr. N. Padmanabhan 
2. Dr. G. Premkumar 
3. Dr. Sujatha. P 
4. Smt. Latha. E.S 
5. Smt. Rajitha N.K 
6. Dr. Shyina. V 
7. Sri Najeeb M.V 
8. Sri Sunil Kumar M.P 
9. Smt. Rajitha M.B. 

Meeting Decisions and ATR

- ⇒ Meeting discussed the decisions of the previous meetings and the actions taken for the same.
- ⇒ It is decided to conduct the seminar in association with Dept of history on 28/2/2019.
- ⇒ Discussed the details collected for AQR preparation
- ⇒ Evaluated the activities of clubs and committees.
- ⇒ Discussed about the extension activities such as NSS, NCC, ED club etc.
- ⇒ Decided to convene the meeting of different committees.










Notice

A meeting of IQAC members will be held on 13/3/2019 at 2.30 P.M at IQAC room. All are requested to attend the meeting on time.

Agenda

1. Collection of Feedback from different stakeholders
2. Any other matter.

To

- 1 Dr. N. Padmanabhan (Principal) Chairman, IQAC 
2. Smt. Latha E.S, Department of English 
3. Dr. Sujatha, Department of Malayalam 
4. Sri. Johny M.V, Department of History 
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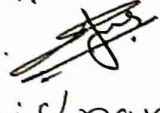



11/03/2019


Dr. G. Premkumar

IQAC Co-ordinator
Co-ordinator IQAC
Co-operative Arts & Science College
Madayi - 670358

Minutes of the meeting of IQAC held
on 13/3/2019 @ 2.30 P.M.

Members Present

1. Dr. N. Padmanabhan. 
2. Dr. G. Premkumar 
3. Sri Johnny M.V 
4. Smt Latha E.S — 
5. Dr. Sujatha.P 
6. Smt. Rajitha K.T. 
7. Dr. Shijina V. 
8. Sri Karpesh Krishnan 
9. Sri Sunil Kumar M.P 
10. Smt Rajitha M.B 

Meeting decisions and ATR

- ⇒ Meeting discussed the matter on action taken regarding the previous meeting.
- ⇒ Informed all HOD's to collect the feedback from all the stakeholders relating to curriculum.
- ⇒ Decided to prepare an action plan for the next academic year and instructed all the department to give the details of proposed activities to include in the academic calendar 2019-20.