



# 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 2021-22

Date	Resolution	Action taken
14/06/2021	1. Take Decision to continue online teaching	Teachers were instructed to continue online teaching until an order from university or HEC
	2. Formation of Different Committees	Formed different committees to conduct academic and non- academic matters.
	3. Feedback analysis of the academic year 2020-21	Examined and analysed the feedback report of 2020-21 and suggested measures for certain academic matters
	4. Organise orientation programmes for first year Students	Organised orientation programme by different departments, library, NSS, NCC (online/offline)
	5. Preparation of Academic calendar	Gave instruction to concerned committee to prepare academic calendar for the year 2021-22
	6. Inform the teachers to prepare Online class report and individual and departmental academic plan for the year.	Implemented the system of preparing online class report and submitted the same to the principal through HOD
	7. Decided to organise National Webinar Series in association with commerce department.	Organised National webinar series by Commerce department from 02/06/2021 to 04/06/2021
	8. Decision on Pending AQAR	. Discussed with different Criterion co-ordinators to submit details at the earliest.
6/09/2021	1. Discuss the progress and evaluate the effectiveness of classes through online mode.	Discussed the Prose and cons of online mode and recommended the teachers to attend various professional development courses regarding online teaching.
	2. Organising Webinar in association with various Departments, clubs and committees in association with IQAC	Decided to organise Programme on endowment distribution by Mathematic department and decided to celebrate co-operative week by commerce department in the month of November. NSS, NCC and other clubs were celebrated important days through online/offline mode by arranging different programme.
	3. Start as many numbers of add on courses online by as many departments as possible.	Started Add on courses by all departments.
6/12/2021	Academic Collaboration	<ul style="list-style-type: none"> <li>Entered in academic collaboration with Govt. college Tripunithura by Commerce department to conduct Research oriented workshop series</li> <li>Entered MOU with Mathlab Kochin by Mathematics department to conduct coaching</li> </ul>

		<ul style="list-style-type: none"> <li>Entered MOU with Mathlab Kochin by Mathematics department to conduct coaching class for competitive exams</li> <li>Entered MOU with Tax Study centre, Kottarakkara by Commerce department to conduct Diploma course</li> <li>Entered academic collaboration with Payyanur College and Nirmalagiri College, Kuthuparamba by mathematics department.</li> </ul>
	Organise Seminar by different departments	<p>Decided to</p> <ul style="list-style-type: none"> <li>Organise programme relating to National Mathematics Day</li> <li>Conduct international webinar on ‘How do Mathematicians contribute to the Society’</li> <li>Inauguration of Focus online Problem-solving sessions for Msc Mathematics Entrance Examinations</li> <li>Four-day online Workshop on Abstract Algebra</li> <li>Decided to conduct International Conference on Business innovation and opportunities” by Department of Management Studies by the month of February</li> <li>Decided to conduct seminar on research methodology and celebrate International Mother tongue day in association with Malayalam Department</li> </ul>
03/03/2022	Feed Back collection from various stake holders	Instructed HODs to collect feedback on curriculum from various stake holders and distributed feedback forms.
	Organise seminar in association with History department	<ul style="list-style-type: none"> <li>Decided to conduct seminar on Doing local history; Problems in methodology on 11/03/2022.</li> <li>Organised Two-day National seminar on “Interpreting Sources; Recent trends and Kerala Historiography” on 22 &amp; 23<sup>rd</sup> March 2022</li> </ul>
	Conduct Workshop on NAAC by IQAC	Organised Workshop by IQAC on “Strategies for Accreditation “on 9/03/2022
	Maintenance work	intimated the Management and PTA about the maintenance work required
	Conduct Internal and External audit	Instructed concerned authority to conduct both academic and administrative audit.
	Organise programme on retirement of staff in association with Staff club	Conducted programmes by Staff club on retirement of Dr. G Premkumar and Dr. Sujatha



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



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## Minutes of IQAC Meeting 2021-22

### Notice

A meeting of IQAC Core committee members will be held on 14/06/2021, 2.30 P.M at IQAC room by following Covid - 19 Protocol. All are requested to attend the meeting on time.

### Agenda

1. Take decision to continue online teaching
2. Feedback analysis of online class for the academic year 2020-21
3. Inform the teachers to prepare Online class report and prepare individual and departmental academic plan for the year
4. Conduct Orientation for first year students
5. Preparation of Academic calendar 2021-22
6. Preparing AQAR for the pending years
7. Prepare Academic plan by all departments including conduct of programmes.
8. Celebrate Environment Day in association with NCC and NSS

To

1. Dr. G. Premkumar (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. Rajasree. 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. Balakrishnan P, Vice President, PTA
10. Rasifa E, Student Representative
11. Sri. Kripesh Krishnan, Alumni
12. Sri. Sunil Kumar M P, Senior Clerk
13. Smt. Rajitha M B, Senior Clerk

Madayi











Dr. Pramida K

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

Minutes of IQAC meeting held on 14/06/2021,  
2.30PM at IQAC room.

Meeting is conducted by strictly following  
the Covid-19 Protocol.

Members Present.

1. Dr. G. Premkumar 
2. Smt. Latha E.S 
3. Sri Johnny M.V 
4. Smt. Rajasree K 
5. Dr. Sujatha P 
6. Dr. Shijina V 
7. Rasifa. K 
8. Sunil Kumar M.P 
9. Smt. Rajitha M.B 
10. Dr. Prasadida K 

### Decisions of the Meeting

- ⇒ Teachers were instructed to continue online teaching in view of the Covid-19 Pandemic.
- ⇒ Different Committees were reconstituted by removing the retired faculties and including the new comers.
- ⇒ Analysed the feed back report of 2020-21.
- ⇒ Gave instructions to different departments to conduct Orientation programme for first year UG and PG Students.
- ⇒ Decided to organise National Webinar Series in association with Commerce Dept

⇒ Discussed with different Criterion co-ordinators  
to submit details at the earliest for the  
timely submission of AQAR.

  
Dr. Pramida. K

Co-ordinator IQAC  
Co-operative Arts & Science College




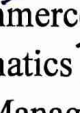
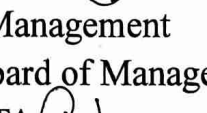






## Notice

An online meeting of IQAC members will be held on 06/09 /2021 at 2.230 P.M at IQAC room. All are requested to attend the meeting on time.

### Agenda

1. Discuss the progress and evaluation of classes through online mode.
2. Organising Webinar by different departments in association with IQAC.
3. Conduct internal evaluation through hybrid mode.
4. Any other matter.
5. Starting of Add-on/Certificate/Diploma Courses

To

- 1 Dr. Premkumar (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. Rajasree. K, Department of Commerce 
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. Balakrishnan P Vice President, PTA 
10. Rasifa E, Student Representative 
11. Sri. Kripesh Krishnan, Alumni 
12. Sri. Sunil Kumar M P, Head Accountant 
13. Smt. Rajitha M B, Senior Clerk 

Madayi











  
Dr. Pramida K

03/09/2021

IQAC Co-ordinator

Minutes of IQAC Meeting held on 6/09/21.  
at 2.30 P.M.

Members Present

1. Dr. G. Premkumar 
2. Dr. Pramida. K. 
3. Smt. E-S. Latha. 
4. Dr. Sujatha. P 
5. Sri. Johnny M. V 
6. Dr. Shijina. V 
7. Sri Balakrishnan. P
9. Rasika. K 
10. Sunil Kumar. M. P 
11. Smt Rajitha. M. B. 
12. Dr. Rajasree. K 

⇒ Meeting discussed the Pros and Cons of online mode and recommended the teachers to attend various Professional development courses on online teaching

⇒ Decided to organise Programme on Endowment distribution by Mathematics dept, celebrations of Co-operative week by Commerce dept in the month of November. N.SS / NCC and other Clubs were celebrate important days through online/offline mode by conducting various Programmes.

⇒ Decided to continue the add-on / certificate courses in online mode.

⇒ Coaching classes for competitive examinations also were conducted in online mode.



Dr. Pramida-K

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











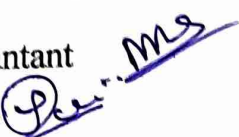

## Notice

A meeting of IQAC members will be held on 6/12/2021 at 2.30 P.M at IQAC room. All are requested to attend the meeting on time.

### Agenda

1. Starting of academic collaboration by various departments
2. Organise different programmes by mathematics department in association with IQAC
3. Progress evaluation of AQAR preparation.
4. Celebration of important days.
5. Organise webinar by Management studies department
6. Organise seminars by Malayalam department

To

- 1 Dr. Premkumar (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. Rajasree. 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. Balakrishnan P, Vice President, PTA 
10. Rasifa E, Student Representative 
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Madayi

  
Dr. Pramida. K


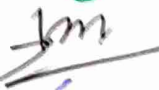







03/12/2021

- IQAC Co-ordinator

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

Meeting minutes of ISAC conducted on  
6/2/2021 @ 2.30 P.M @ ISAC room.

### Members Present

1. Dr. G. Premkumar. 
2. Dr. Pramida. K. 
3. Sri Johny. M. V. 
4. Smt Latha. E. S. 
5. Dr. Sujatha. P. 
6. Smt. Rajasree. K.
7. Dr. Shijina. V. 
8. Sunil Kumar M.P. 
9. Rasika. E. 
10. Smt. Rajitha M. B. 

### Decisions

- ⇒ Decided to start academic collaboration by various departments with other institutions.
- ⇒ Mathematics department decided to enter academic collaboration with Mathlab Cochin and Commerce department collaborated with Tax Study Centre to conduct Diploma Course.
- ⇒ Decided to organise the following programmes.
  - \* National Mathematics day Celebrations
  - \* Conduct International Webinar on How

- do Mathematicians contribute to the society?
- \* Inauguration of 'fais' online problem solving sessions for Msc Mathematics
  - \* Four-day online Workshop on Abstract Algebra
  - \* Decided to conduct International Conference on Business Innovation and opportunities by Management dept by the month of February.
  - \* Decided to conduct Seminar on Research Methodology and celebrate International Mother Tongue day in association with Malayalam Department.

  
Dr. Pramida K

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

## Notice

A meeting of IQAC members will be held on 3/03/2022 at 2.30 P.M at IQAC room. All are requested to attend the meeting on time.

### Agenda

1. Feedback collection from various stakeholders
2. Organise Programmes relating to retirement of staff members.
3. Discuss matters relating to maintenance work
4. Organise Seminar in association with History department
5. Conduct Work shop by IQAC on NAAC.

To

- 1 Dr. G. Premkumar (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. Rajasree. 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. Balakrishnan P, Vice President, PTA
10. Rasifa E, Student Representative
11. Sri. Kripesh Krishnan, Alumni
12. Sri. Sunil Kumar M P, Head Accountant
13. Smt. Rajitha M B, Senior Clerk

Madayi

Dr. Pramida K











01/03/2022

IQAC Co-ordinator

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

Minutes of IQAC meeting held on 3/03/2022,  
at 2.30 P.M at IQAC room.

### Members Present

1. Dr. G. Premkumar. 
2. Dr. Pramida. K. 
3. Sri Johnny M. V. 
4. Dr. Sujatha. P. 
5. Latha E-S. 
6. Sunil Kumar. M.P. 
7. Rasifa. G. 
8. Dr. Shijina. V. 
9. Smt Rajitha M.B. 
10. Dr. Rajasree. K. 

### Decisions.

- \* Instructed all HODs to collect feed back on Curriculum from various stake holders and distributed feedback forms.
- \* Decided to conduct seminar on "Doing local history; Problems in methodology on 11/03/2022.
- \* Decided to organise two-day National Seminar on "Interpreting Sources. Recent Trends"

- \* Decided to organise workshop by IQAC on Strategies for Accreditation on 9/03/2023
- \* Decided to inform the management and PTA about the requirements of Infrastructure Maintenance
- \* Instructed the concerned committees to conduct Academic and Administrative Audit
- \* Conduct Retirement programmes.

  
Dr. Pramida K

Co-ordinator IQAC  
Co-operative Arts & Science College  
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