



IQAC Meeting Minutes and Action Taken Report 2022-23

Date	Resolution	Action taken
15/06/2022	1.Discussion on the Action plan submitted by different departments	Approved the action plan of the departments and instructed to undertake necessary action.
	2.Formation of Different Committees.	Formed different committees to conduct academic and non- academic matters.
	3. Feedback analysis of the academic year 2021-22 and Preparation of Action Taken Report	Examined and analysed the feedback report of 2021-22 and suggested measures for certain academic matters and took initiatives for preparing ATR.
	4.Conduct 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 2022-23
	6. 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 to prepare AQAR at the earliest.

	9. Plan and execute Add on/Certificate/Diploma Course for the year 2022-23	Approved the list of Add on Course submitted by different department.
	10. Decision on academic Collaboration by various departments.	Accepted the suggestions of the departments regarding academic/Industrial collaborations.
	11. Plan different extension activities for the academic year 2022-23	Took initiatives for conducting extension activities in association with clubs and committees.
	12. celebrate important days in association with NCC, NSS and other clubs and committees	Celebrated important days with various programmes.
	13. Organise Workshop on NAAC	Organised Work shop on Strategies for Accreditation “on 16/7/2022
8/09/2022	1.Decision on organising webinar on IPR under NIPAM	Conducted webinar on IPR
	2.Organising Seminar/Webinar/other programmes by different departments.	Most of the departments conducted webinar, seminars, workshop and other activities on socially relevant topics
	3. Pending AQAR preparation	Meeting of all criterion team were conducted and the required details were collected.
5/12/2022	1. Evaluate the progress of activities based on academic Collaborations	<ul style="list-style-type: none"> Entered in academic collaboration with Payyanur college by Commerce dept. Entered MOU with Mathlab Kochin by Mathematics department to conduct coaching class for competitive exams Entered MOU with Tax Study centre, Kottarakkara by Commerce department to conduct Diploma course Entered academic collaboration with Payyanur College and Nirmala Giri College, Kuthuparamba by mathematics department. Entered industry collaboration with Rotary Club Payangadi.
	2. Organise Seminar, field visit and other programmes in association with departments	<ul style="list-style-type: none"> Field visit ‘In Pursuit of Knowledge’ Organised programme relating to National Mathematics Day Conducted career seminar on 21/12/22

		<ul style="list-style-type: none"> Decided to conduct seminar on research methodology by the month of February Decided to celebrate International Mother tongue day in association with Malayalam Department Decided to organise international webinar by Mathematics Department Decided to start Certificate Course “world without war and Violence” by History dept. Decided to organise National Entrepreneurship Conclave in association with Management Studies Department. Decided to organise workshop on ‘Research Methodology and application of SPSS’ as per Academic Collaboration with Payyanur College
08/03/2023	Feed Back collection from various stake holders	Instructed HODs to collect feed back on curriculum from various stake holders and distributed feedback forms.
	Organise seminar in association with departments	<ul style="list-style-type: none"> Organised One-day National seminar. Field visit to historical Museum Celebration of Pie Day Trade fest by dept. of Management Studies. A session on Union budget analysis organised by commerce department
	Discuss matters relating to 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.
	Decision to Conduct Service Class to Teaching and Non-teaching staff	Organised Session on Service rules on 28/03/2023
	Organise programme on retirement of staff in association with Staff club	Conducted programmes by Staff club on retirement of Smt. P.C Pushpalatha.

	Conduct Internal and External audit	Instructed concerned authority to conduct both academic and administrative audit.
	Decision to Conduct Service Class to Teaching and Non-teaching staff	Organised Session on Service rules on 28/03/2023
	Organise programme on retirement of staff in association with Staff club	Conducted programmes by Staff club on retirement of Smt. P.C Pushpalatha.



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Notice

A meeting of IQAC Core committee members will be held on 15/06/2022, 2.30 P.M at IQAC. All are requested to attend the meeting on time.

Agenda

1. Discussion on the action plan submitted by different departments.
2. Feedback analysis of the academic year 2021-22 and prepare action taken report.
3. Formation of different Committees.
4. Preparation of Academic calendar 2022-23
5. Plan and execute add-on/certificate or diploma Course for the year 2022-23
6. Decision on Academic collaboration by various departments.
7. Conduct Orientation for first year students
8. Preparing AQAR for the pending academic years.
9. Plan different extension activities.
10. Celebrate different days in association with NCC and NSS
11. Organise workshop on NAAC Accreditation.

To

- 1 Smt. Latha E.S (Principal) Chairman, IQAC
2. Smt. Pushpalatha P. C, Department of English
3. Dr. Swapna Antony, Department of Malayalam
4. Sri. Johny M.V, Department of History
5. Dr. Ramya K.P, Department of Commerce
6. Dr. Shijina.V, Department of Mathematics
7. Dr. Uvais, Department of Management Studies
8. Sri. M K Rajan, President, Board of Management
9. Sri. Karunakaran Master, Director, Board of Management
10. Sri. Suresh Nair, Vice President, PTA
11. Sravan Sukesh, Student Representative
12. Sri. Kripesh Krishnan, Alumni
13. Sri. Sunil Kumar M P, Senior Clerk
14. Smt. Rajitha M B, Senior Clerk

Madayi

13/06/2022









Dr. Rajasree. K

IQAC Co-ordinator

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

Minutes of the Meeting of IQAC
core committee held on 15.06.2022 at
IQAC room.

Members Present.

1. Smt. Latha E.S. Principal ✓
2. Dr. Rajasree. K. 
3. Swapna Antony 
4. Sumil Kumar. M.P. 
5. Rasitha. M.B. 
6. Dr. Shijina. V. 
7. Dr. Uvais M. 
8. John Y. M.V. 
9. Dr. Ramya K.P. 

Decisions Taken

1. Approved the action plan of the departments and instructed to undertake necessary action.
2. Formed different committees to conduct academic and non-academic matters.
3. Examined and analysed the feedback report of 2021-22.

4. Decided to conduct orientation programmes for first year students.
5. Decided to prepare academic calendar.
6. Commerce department decided to organize National Webinar Series.
7. Decided to submit pending ARAR.
8. Approved the list of Add-on/Certificate courses submitted by the departments.
9. Decided to conduct activities based on academic collaboration by departments.
10. Took initiatives for conducting extension activities in association with clubs and committees.
11. Decided to celebrate important days of the academic year with various programmes.
12. Decided to organize a workshop on Strategies for Accreditation.


Dr. Rajasree K

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

Notice

An online meeting of IQAC members will be held on 08/09 /2022 at 2.230 P.M at IQAC room. All are requested to attend the meeting on time.

Agenda

1. Decision on organising Webinar on IPR under NIPAM
2. Organising Webinar by different departments in association with IQAC.
3. Evaluation of the progress of AQAR preparation
4. Any other matter

To

- 1 Smt. Latha E.S (Principal) Chairman, IQAC
2. Smt. Pushpalatha P. C, Department of English
3. Dr. Swapna Antony, Department of Malayalam
4. Sri. Johny M.V, Department of History
5. Dr. Ramya K.P. , Department of Commerce
6. Dr. Shijina.V, Department of Mathematics
7. Dr. Uvais, Department of Management Studies
8. Sri. M K Rajan, President, Board of Management
9. Sri. Karunakaran Master, Director, Board of Management
10. Sri. Suresh Nair, Vice President, PTA
11. Sravan Suresh, Student Representative
12. Sri. Kripesh Krishnan, Alumni
13. Sri. Sunil Kumar M P, Senior Clerk
14. Smt. Rajitha M B, Senior Clerk

Madayi

06/09/2022

Dr. Rajasree. K

IQAC Co-ordinator

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


Minutes of the Meeting of IQAC
core committee held on 8/9/2022.
at IQAC room.

Members Present:

1. Smt. Latha E.S
2. Dr. Rajasree.K
3. Dr. Swapna Antony
4. Sunilkumar.M.P.
5. Rajitha.M.B
6. Dr. Chais.M
7. Johnny.M.V
8. Dr. Ramya.K.P
9. Sravan Suresh
10. Kripesh

Decisions Taken

1. Evaluated the programmes conducted by various departments.
2. Decided to conduct webinar on IPR.
3. Decided to speedup the NAAC submission procedure.


Dr. Rajasree.K

Notice

A meeting of IQAC members will be held on 5/12/2022 at 2.30 P.M at IQAC room. All are requested to attend the meeting on time.

Agenda

1. Evaluate the progress of activities based on academic collaboration.
2. Organise different programmes by in association with other departments.
3. Progress evaluation of AQAR preparation.
4. Celebration of important days.
5. Support for participating students in university arts and sports activities.
6. Preparation of plans regarding maintenance of physical and academic facilities.

To

- 1 Smt. Latha E.S (Principal) Chairman, IQAC
2. Smt. Pushpalatha P. C, Department of English
3. Dr. Swapna Antony, Department of Malayalam
4. Sri. Johny M.V, Department of History
5. Dr. Ramya K.P, Department of Commerce
6. Dr. Shijina.V, Department of Mathematics
7. Dr. Uvais, Department of Management Studies
8. Sri. M K Rajan, President, Board of Management
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10. Sri. Suresh Nair, Vice President, PTA
11. Sravan Suresh, Student Representative
12. Sri. Kripesh Krishnan, Alumni
13. Sri. Sunil Kumar M P, Senior Clerk
14. Smt. Rajitha M B, Senior Clerk

Dr. Rajasree. K

Madayi










IQAC Co-ordinator

03/12/2022

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

Minutes of the meeting of IQAC core committee held on 5/12/2022 at IQAC room.

Members Present:

1. Lita CS. 
2. Sri Johny M.V. 
3. Swapna Antony 
4. Dr. Rajasree.K. 
5. Sumilkumar.M.P. 
6. Rajitha.M.B. 
7. Dr. Uvais M. 
8. Dr. Ramya.K.P. 
9. Sravan Suresh. 

Decisions Taken

1. Evaluated the progress of activities based on academic collaborations.
2. Gave instructions to department to organize seminar, field visit and other programmes.
3. Evaluated the progress of AQAR preparation.

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

Notice

A meeting of IQAC members will be held on 8/03/2023 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. Discussion on conducting Service class to teaching and non-teaching staff
6. Conduct Work shop by IQAC on NAAC.

To

- 1 Smt. Latha E.S (Principal) Chairman, IQAC
2. Smt. Pushpalatha P. C, Department of English
3. Dr. Swapna Antony, Department of Malayalam
4. Sri. Johny M.V, Department of History
5. Dr. Ramya K.P, Department of Commerce
6. Dr. Shijina.V, Department of Mathematics
7. Dr. Uvais, Department of Management Studies
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12. Sri. Kripesh Krishnan, Alumni
13. Sri. Sunil Kumar M P, Senior Clerk
14. Smt. Rajitha M B, Senior Clerk.

Dr. Rajasree. K

Madayi









IQAC Co-ordinator

06/03/2023

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

✓ Minutes of the meeting of IQAC core committee held on 8/3/2023 at IQAC room.

Members Present:

1. Latha ES. 
2. Samil Kumar M.P. 
3. Rajitha M.B. 
4. Dr. Uma M. 
5. Dr. Rajasree K. 
6. Johnny M.V. 
7. Dr. Ramya K.P. 
8. Sravan Suresh 

Decisions Taken:

1. Instructed HODs to collect feedback on curriculum from various stakeholders and distributed feedback forms.
2. Discussed matters related to maintenance work.
3. Gave instructions to department to organize programmes.
4. Decided to conduct academic and administrative audit.

Decided to conduct service class to teaching and non-teaching staff.

6. Decided organize programme on retirement of staff in association with staff club.


Dr. Rajasree K.

Co-ordinator IQAC
Co-operative Arts & Science College
Marayur - 671358