

Minutes of IQAC Meeting and Action Taken Report 2020-21

Date	Resolution	Action taken
02/06/2020	1.Take Decision on adoption of online mode of teaching-learning system.	Implemented the system of online teaching, learning and evaluation
	2.Formation of Different Committees	Formed different committees to conduct academic and non-academic matters.
	3. Feedback analysis of the academic year 2019-20	Examined and analysed the feedback report of 2019-20 and suggested measures for certain academic matters
	4.Organise Webinar or online workshop on socially relevant topics by different departments, library NSS and NCC in association with IQAC	Decided to organise the programme through online mode
	5. 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
16/08 /2020 (Online)	1.Discuss the progress and evaluate the effectiveness of classes through online mode.	Discussed the Pros 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.	Organised webinars and online workshops by most of the departments, NSS, NCC and other clubs and celebrated important days through online/offline mode
	3. Start as many numbers of add on courses online by as many departments as possible.	Started add on courses by all departments.

16/01/2021 (Online)	Ensure the progress of online mode of teaching including assessment and evaluation	Teachers explained their experience of online teaching and imposed to conduct internal evaluation through online platforms.
	Preparation of AQAR of 2019-20	Gave instruction to HODs to submit annual report of 2019-20 and other information pertinent for preparation of AQAR
	To organise workshop on Strategies for accreditation (offline)	Decided to conduct the workshop on NAAC accreditation strategies and decided to invite Dr. Unnikrishnan, iQAC co-ordinator of Govt. Brennen college as the resource person.
	Implementation of facilities in the context of COVID -19	Implemented more infrastructure including wi-fi in the context of online/hybrid method of teaching in association with PTA.

Notice

A meeting of IQAC Core committee members will be held on 02/06/2020, 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 on online teaching
2. Feedback analysis of the academic year 2019-20
3. Organise Webinar or online workshop on socially relevant topics by different departments, library NSS and NCC in association with IQAC.
4. . Inform the teachers to prepare Online class report and prepare individual and departmental academic plan for the year
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. 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. Najeeb. M.V, 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. G. Premkumar

01/06/2020

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

Minutes of the IQAC meeting held on
2/06/2020 at IQAC room (offline).

Members Present.

1. Dr. N. Padmanabhan 
2. Smt. Latha E-S 
3. Dr. Sujatha. P 
4. Sri Johny M.v 
5. Smt. Rajasree. K 
6. Dr. Shijina. V 
7. ~~Dr. Rajasree. K~~
8. Sri. Kripesh Krishnan 
9. Sri Sunil Kumar M.P 
10. Smt. Rajitha M.B 

Decisions of the meeting

Meeting discussed the impact of covid-19 in the education sector particularly its impact on the students of Madayi college. The decisions includes:

1. It is decided to follow the instruction of Kannur university and the Kerala state higher Education Council order regarding adoption of

online methods of Teaching

2. Different committees were formed to support academic and non-academic activities and instructed to conduct the activities through online or offline by following Covid-19 protocol.
3. It is decided to prepare the feedback report of 2019 and upload to website, and call another meeting after analysing the reports.
4. Decided to conduct webinar or workshop by departments and NCC and NSS should do socially responsible activities in view of the Covid-19 to nearby locality.
5. Instructions were given to the teachers regarding online class report preparation and submit to the principal weekly by 10:00.

IQAC Co-ordinator



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

Notice

An online meeting of IQAC members will be held via Google meet on 16/08 /2020 at 6 P.M. All are requested to attend the meeting on time.

Agenda

1. Discuss the progress and evaluation of classes through online mode.
2. Take feed back of the students on online teaching -learning process.
3. Organising Webinar on IPR through online mode.
4. Conduct Investor Awareness Programme through online mode in association with Commerce dept.
5. Discussion on online Assessment and evaluation.
6. 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. 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. Najeeb. M.V, 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. G. Premkumar

14/08/2020

IQAC Co-ordinator

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

Notice

Minutes of the IQAC Core Committee
Meeting held on 16/08/2020 (online) via g.meet
Members present:

- | | |
|--------------------------|----------|
| 1. Dr. N. Padmanabhan | Present |
| 2. Smt. Latha E-S | Present |
| 3. Dr. Syatha-P | Present |
| 4. Sri Johny M.V | Present |
| 5. Smt. Rajasree.K | Present |
| 6. Dr. Shijna.V | Present |
| 7. Sri M.K Rajan | Present |
| 8. Rasfa.E | Present |
| 9. Sri Najeeb M.V | Present |
| 10. Sri Sumil kumar M.P. | Present |
| 11. Smt Rajitha M.B | Present. |

Decisions Taken:

⇒ Meeting discussed the progress and performance of online teaching. Many teachers made suggestion to improve the teaching performance by adopting an online platform by the college.

⇒ Dept. of mgt proposed a programme to conduct online, i.e. IPK related webinars and a webinar series on entrepreneurship.

⇒ Recommended to start add-on courses online by various departments.

A meeting of IQAC members will be held on 16/01/2021 at 2.30 P.M at IQAC room. All are requested to attend the meeting on time.

Agenda

1. Discussion on online Assessment and evaluation
2. Seminar by Dept. of History in Association with IQAC.
3. Preparation of AQAR
4. To organise workshop on Strategies for accreditation (offline)
5. Implementation of facilities in the context of COVID -19

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. 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. Najeeb. M.V, 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. G. Premkumar



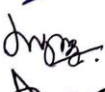




14/01/2021

IQAC Co-ordinator



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

Minutes of the IQAC core committee meeting
held on 16/01/2021. (Offline).

Members Present.

1. Dr. N. Padmanabhan. 
2. Smt. Latha E-S 
3. Dr. Sujatha P 
4. Sri. Johnny M.V 
5. Smt. Rajasree.K 
6. Dr. Shijina.V 
7. Smt. Rajitha M.B 

Decisions taken,

1. meeting discussed the progress of online teaching and asked the teachers to carry out the assessment process through online mode. Quiz, assignments and examinations can be used for online assessment.
2. Decided to speed up the AQAR Report preparation of 2019-20.
3. IQAC decided to organise a programme on Strategies for accreditation 
4. Decided to implement more facilities  of Covid-19 Pandemic.