

**INSTITUTE OF ADVANCiaseiasia**

**IASEseeED STUDY IN EIIASEDUCATION**

**IASE, Thrissur**

(Under Government of Kerala)

**College Council meeting**

Date: 14.11.2016

**Agenda:**

1. Formation of IQAC
2. Activities of the College

After the first NAAC visit on September 2016, the College council meeting held on 14.11.2016 decided to constitute IQAC on the basis of the Latest Notification of Formation of IQAC (As per Revised Accreditation Framework in November, 2017). The following members were selected to IQAC.

1. Dr. B.Suresh(Principal)
2. Smt. Anila B. Nair (Department of Malayalam)
3. Dr. K. R. Harinarayanan (Department of Sanskrit)
4. Dr. Happy PV. (Department of Social Science)
5. Smt.Sheena Jose A. (Department of Malayalam)
6. Dr. Bindu T.V. (Department of Physical Science)
7. Dr.R.Laksmi(Depatment of Hindi)
8. Dr.Mubi K.Muhemmadali(Department of Natural Science)
9. Dr.M.Omamaseelan(Department of English)
10. Dr.KG.Sreeka (Physical Education)
11. Dr.E.N.Unnikrishnan( Department of Sanskrit)
12. Smt. Anitha K.D.(Deparment of Psychology)
13. Sri.Prasanth (Department of Psychology))
14. Sri.Ramadas(Office Superintendent)
15. Smt.Prasanna V.(Alumini)
16. Sri.Murali Puranattukara (Student)
17. Sri Rajan Pallan(Corporation Councillor)

**The following points were discussed and decisions were taken:**

1. It is resolve to enhance the quality of the Teaching learning process in the institute.
2. Dr. P.V. Happy is selected as the Coordinator of newly constituted IQAC



**IASE, Thrissur**

(Under Government of Kerala)

**Internal Quality Assurance Cell (IQAC)**

**THE FIRST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Academic year 2016-17**

Date: 14.12.2016, Time: 2.30 P.M. Venue: IQAC Room

**AGENDA**

1. Review of the functioning of various departments
2. Future plans/Programmes
3. Any other

**Members present**

1. Chairperson: Dr. B.Suresh( Principal) sd/-
2. Dr. Happy PV. (IQAC Coordinator) sd/-
3. Sri Rajan Pallan(Corporation Councillor) sd/-
4. Smt. Anila B. Nair (Department of Malayalam) sd/-
5. Dr. K. R. Harinarayanan (Department of Sanskrit) sd/-
6. Smt.Sheena Jose A. (Department of Malayalam) sd/-
7. Dr. Bindu T.V. (Department of Physical Science) sd/-
8. Dr.R.Laksmi(Depatment of Hindi) sd/-
9. Dr.Mubi K.Muhemmadali(Department of Natural Science) sd/-
10. Dr.M.Omamaseelan(Department of English) sd/-
11. Dr.KG.Sreeka (Physical Education) sd/-
12. Dr.E.N.Unnikrishnan( Department of Sanskrit) sd/-
13. Smt. Anitha K.D.(Deparment of Psychology) sd/-
14. Sri.Prasanth (Department of Psychology)) sd/-
15. Sri.Ramadas(Office Superintendent) sd/-
16. Smt.Prasanna V. (Alumini) sd/-
17. Sri.Murali Puranattukara (Student) sd/-
18. Lakshmi T.C. (College Union chairperson) sd/-

**Following points were discussed and decisions were taken:**

1. IQAC coordinator Dr. Happy P.V., Thanked all those who did a good job so far.
2. Heads of each department shared the activities that they were carried out and express their difficulties due to lack of enough funding.
3. Heads of each department explained about the syllabus details (Completion of syllabus). And various cocurricular activities carried out by each department.

Dr. Happy P.V. Dr. B.Suresh

 (IQAC Coordinator) (Principal)

 (sd/-) (sd/-)



**IASE, Thrissur**

(Under Government of Kerala)

**Internal Quality Assurance Cell (IQAC)**

**THE SECOND MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Academic year 2016-17**

Date: 08..03.2016, Time: 3.30 P.M. Venue: IQAC Room

**AGENDA**

1. Conducting orientation classes for first semester students
2. Various measures to improve the result
3. Any other

**Members present**

1. Chairperson: Dr. B.Suresh( Principal) sd/-
2. Dr. Happy PV. (IQAC Coordinator) sd/-
3. Sri Rajan Pallan(Corporation Councillor) sd/-
4. Smt. Anila B. Nair (Department of Malayalam) sd/-
5. Dr. K. R. Harinarayanan (Department of Sanskrit) sd/-
6. Smt.Sheena Jose A. (Department of Malayalam) sd/-
7. Dr. Bindu T.V. (Department of Physical Science) sd/-
8. Dr.R.Laksmi(Depatment of Hindi) sd/-
9. Dr.Mubi K.Muhemmadali(Department of Natural Science) sd/-
10. Dr.M.Omamaseelan(Department of English) sd/-
11. Dr.KG.Sreeka (Physical Education) sd/-
12. Dr.E.N.Unnikrishnan( Department of Sanskrit) sd/-
13. Smt. Anitha K.D.(Deparment of Psychology) sd/-
14. Sri.Prasanth (Department of Psychology)) sd/-
15. Sri.Ramadas(Office Superintendent) sd/-
16. Smt.Prasanna V. (Alumini) sd/-
17. Sri.Murali Puranattukara (Student) sd/-
18. Lakshmi T.C. (College Union chairperson) sd/-

**Following points were discussed and decisions were taken**

1. Principal, Dr. B.Suresh underlined the importance of conducting orientation classes and it must be done with proper schedule of first year UG and PG students. He also suggested that active steps should be taken for the betterment of University examination results.
2. Any kind of leave from teaching staff should be intimated before regular working time. So that classes can be reschedule and students will be engaged during that time.
3. Internal examination should be conducted regularly.
4. Mark lists of examinations should be submitted to the Principal in time, and assess the progress of student’s study should be based on that.
5. Proper measures to be taken to continue the programme’ Thought for the Day’

Dr. Happy P.V. Dr. B. Suresh

 (IQAC Coordinator) (Principal)

(sd/-) (sd/-)

**Action taken Report 2016-17**

To implement the decisions of the above-mentioned meeting of the IQAC, the following actions were taken.

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| **Decision**  |  **Action taken** |
| Discussion about the syllabus | Completion of the syllabus within the time limit |
| Cocurricular activities | Conducted cocurricular activities by each department |
| Orientation classes were arranged to both UG and PG students | Orientation classes arranged |
| All teachers submit the leave earlier or inform through telephone well in advance. So that the classes can be effectively rearranged | Given proper instruction to Faculty members |
| Internal examination were arranged | Conducted internal examination |
| Mark list should submit the Principal in prescribed time | Decided the date of submission |
| Charge of Thought for the day given to a teacher | Thought for the day conducted effectively |