



Internal Quality Assurance Cell- IQAC

# Meeting Minutes & Action Taken Reports

# 2019-20

## AMAL COLLEGE OF ADVANCED STUDIES

Aided by Govt. of Kerala and affiliated to the University of Calicut

Santhi Garamam, Myladi, Ernhimangad Post,

Nilambur-679329, Kerala, India

Website: [www.amalcollege.ac.in](http://www.amalcollege.ac.in)

Email: [principale@amalcollege.ac.in](mailto:principale@amalcollege.ac.in) | Phone:04931207055



## **Details of IQAC Meetings 2019-20**

<b>Meeting Date</b>	<b>Meeting Minutes</b>	<b>Action Taken Report</b>
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M.032/19

21

LRAC meeting on 03/06/2019 at LRAC room

at 11.30 am

### Agenda

1. Organisation of training Programme
2. work allocation to LRAC members
3. LRAC Action plan discussion
4. Creation of committee for academic excellence
5. Reporting and monitoring mechanism of library, office and departments.

### Members Present

1. Dr. PM. Abdul Salsir

2. Prof. O.P. Abdurahiman

3. Haris M

4. Anwar Shaji

5. Hiba Mubarak.

6. Shemur Babu T

8. Muhammed Najeeb. K

9. CH Alijafar

10. Asrul ZP

11. Ahamad Galim T.P

12. Anujith S

13. Dr. Dhanya. KA

### Decisions taken

1. Decided to conduct the following programs in July for teachers and NTS
  - a- Together we win Five day FDP on Team building and visit to IIM on 12-17 July 2019



2. Decided to conduct spoken english workshop to non teaching staff from september onwards.
3. Basic details of students and staff one copy will be given to IQAC by office.
4. Library will publish a monthly report on no of books, avg usage level, no of new arrivals, list usage, Books issued etc.
5. Dept wise monthly report in google forms and will be filed by IQAC
6. Committee for academic excellence with

- Dr Fauvas - Convenor
- Sini.k
- Subana Mehas
- Abid Rahman
- Jareesh
- Niloofer
- Arcees
- Tasna

as members committee will take initiative to implement new academic practices

7. IQAC duty allocation to its members

1) Annual Report

Shanavas P - Convenor

Sini.k

Subana

Niloofer

2) Certificate course Board of studies

Dr Ameer Hasan - Convenor

Dr Shihabudeen N

Dr Abbas Vattoli

Shameer Babu

Shanavas P

Sadiya



### 3) IQAC prgms document and general filing System

Shemur Babu - Convener

Anujith S

Abid Rahman

Dr. Fawaz

Subana Mehar

Jashira

- 4) Dept wise soft copy collection & compiling Afsal
- 5) Documents to be filed (Hard copy) Anujith
- 6) Feedback & API - Dr Abbas Vattoli
- 7) AQAR LAISHE NIRE - Dr Shihabudeen N
- 8) IQAC initiatives filing - Sini K
- 9) Monitoring of ICT - Dr Dhanya Muneer.

Dr. Dhanya IA

Action Taken on minutes no M. 032/19  
dated 21/06/2019

Minutes No 1 : Conducted a five day FDP from  
12-17 July 2019.

Minutes No 5 : Every month IQAC collects a data  
record from library regarding no of  
books - journals etc...

Minutes No 6 : New books purchased to library in the  
month of August 2019 . Students started  
donating one book to library on their birthday

Minutes No 2 : A spoken english class was given to  
NRS on 5th october 2019 by P. Paulose



Minutes No 3 : Details of teachers and students collected from office and filed in IQAC.

Minutes No 4 : Dept wise monthly report in google form submitted by all depts and filed in IQAC

Minute No 8 : All the decisions resolved in the minutes are carried out on continuous basis under the leadership of concerned co-ordinators.

Dr. Dhanya K.A.

C- IQAC

Coordinator

Internal Quality Assurance Cell-IQAC  
Amal College of Advanced Studies  
Eranimangad P.O., Nilambur - 679329  
Malappuram Dt. Kerala, India

Dr. P.M. Abdul Sakis

Asst. Professor

In charge of Principal  
Amal College of Advanced Studies  
P.O. Eranimangad, Nilambur - 679 329



Minutes order No 33/19  
 IQAC meeting held at Principals chamber at

3.30 PM dated 9/9/2019

### Agenda

1. Reviewing the role of IQAC
2. Review documentation system and take steps to improve it.
3. Find out new ways for enhancing the academic culture of the college
4. Implement measures for performance evaluation of teachers
5. Discussion on five year plan to be submitted to management

### Members Present

1. Shemur Babu . T
2. CH . Alijafar
3. Atsal CP
4. Anujith . S
5. Dr Shihabudheen M
6. Shunavas Pattinraja
7. Ashraf . M

### Minutes

1. Discussions were made on improving the role of IQAC by conducting fortnightly meetings to do follow up of activities.
2. To review the documentation made by depts , its decided to visit each dept monthly by a team of IQAC members



3. To improve academic culture in the college it has been decided to create a special group of students as advanced learners who can be trained and motivated to influence their peer members. More steps will be taken to improve the academic and well mannered code of conduct by students.
4. Decided to conduct two times feedback systems odd sem - manual method of feedback collection from students.  
even sem - online method of feedback collection from students.

### Action Taken Reports on minutes no 33/19

Minute 1: Monthly meeting of UQAC is being conducted to monitor and evaluate the progress.

Minute 2: Each dept is visited every month by a team of UQAC members.

Minute 3: As decided in minutes 3, a group of advanced learners portfolio is created and special programmes are conducted for them.

Minute 4: Two feedbacks conducted for the year 19-20

→ one manual method by principal directly

→ one online method using google form.

Dr. Dhanya KA

C - UQAC  
Coordinator  
Internal Quality Assurance Cell - IQAC  
Amal College of Advanced Studies  
Eranhimangad P.O., Nilambur - 679329  
Malappuram Dt. Kerala, India

Assistant Professor  
In charge of Principal  
Amal College of Advanced Studies  
P.O. Eranhimangad, Nilambur - 679 329



Minutes order No 34/19

URAC meeting held at Principals chamber at  
3.30 pm dated 21/10/2019.

## Agenda

1. Steps for improving academic excellence and creating an advanced learners group.
2. Creation of an URAC blog.
3. Academic achievement awards.
4. Internal marks publishing and filing.

## Discussion & decisions

1. To improve academic culture, it has been decided to form a group of 10 advanced learners from each class. Special programmes will be conducted for these students.
2. Academic Achievement awards will be given to toppers of university exam and internal exam.
3. Decided to create an URAC blog to update URAC initiatives and also decided to create certain forms to update programme details by different departments, clubs forums etc.
4. Internal marks will be published one week before university examination and the same will be filed by co-ordinator Dr Shikabudeen.N.
5. Attendance will be monitored regularly by HODs, and the same will be published monthly in Department notice board. Students who secured less than 75% will be given condonation, based on genuine reasons.



## Members Present

1. Dr. Pm Abdul Sakir
2. Dr. Dhanya KA
3. Shemar Babu T
4. Dr. Anus Hassan
5. Ahammed Salim TP
6. Jafar K
7. Ashraf M
8. Anujith S
9. Dr. Shihabuddeen N.

## Action Taken Report on Minutes No 33/19

1. Conducted a training programme exclusively for advanced learners selected. Dr Razeena Padman was the resource person. Pgm was conducted on 19/12/2019 at Peeves Arcade
2. University toppers and internal toppers were given prizes by conducting an excellence appreciation program
3. Created an iqac blog amalique blogspot.com to update all programs organized by UQAC
4. Monthly report of attendance and internal marks filing is done by depts on continuous basis
5. Syllabus completion report duly signed by hods are collected and compiled in UQAC.

Dr. Dhanya KA

Internal Quality Assurance Cell-IQAC  
 Amal College of Advanced Studies  
 Eranimangad P.O., Nilambur - 679329  
 Malappuram Dt. Kerala, India

Dr. Pm. Abdul Sakir

Asst. Professor  
 In charge of Principal  
 Amal College of Advanced Studies  
 P.O. Eranimangad, Nilambur - 679 329



Minutes Order No 35/19

IQAC meeting held at Principals chamber at  
3.30 pm dated 4/11/19

### Agenda

1. Finding manual feedback form.
2. IQAC work allocation & implementation strategy has to be planned
3. Completion of IQAC blog by 8<sup>th</sup> Nov.
4. Identifying internal exam toppers (university exam toppers from each department Sem 1 result of S3.
5. Review of Amal programs till 2019 oct.

### Discussions

Minutes 1: Format for feedback prepared and will be pointed from press

Minutes 2: The whole work related to quality assurance was identified and committee were formed with a teacher coordinator. Every meeting will start with the review of works.

Minutes 3: IQAC blog will be updated regularly



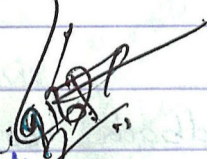
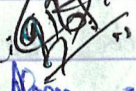

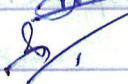
Minutes 4: Internal exam toppers will be identified

Minutes 5: All programs till 2019 oct compiled and uploaded in IQAC blog

### Members Present


1. Dr. PM Abdul Sabir
2. Dr. Dhanya. KA
3. Dr. Shikha Baidhan. N
4. Anujith. S
5. Shanavas Pattupera
6. Ahamed Salim T.P



7. Dr. Anur Hujain 
8. Afzal . CP 
9. Shunur Babu . T 
10. Dr Abbas Vattoli 
11. Ashraf . M 
12. Jafar Kullade 


Action Taken Report on minutes no 35/19

1. Feedback collected is analysed and a report prepared
2. Review of each criteria work is done
3. Updated IQAC blog with photos and report of the programs.
4. Programs till this date reviewed and details collected by IQAC.

  
Dr. Dhanya GA

C - IQAC

**Coordinator**  
Internal Quality Assurance Cell - IQAC  
Amal College of Advanced Studies  
Eranimangad P.O., Nilambur - 679329  
Malappuram Dt. Kerala, India

  
Asst. Professor  
In charge of Principal  
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P.O. Eranimangad, Nilambur - 679 329



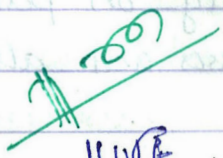







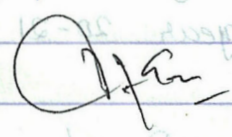
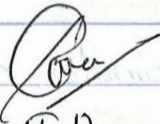
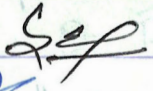



Meeting Minutes No. 36/19  
LQAC meeting held at Principals chamber at

3.30 pm dated 24/11/2019

Agenda

1. Quarterly meeting review external members
2. Review of quality initiatives
3. Discussion on strategic plan 2024.

Members Present

1. Dr. P.M Abdul Sakir 
2. Prof. OP Abdurahiman 
3. Haris M 
4. Anwar shahi 
5. Hiba Mubarak 
6. Shemur Babin T 
7. Muhammed Najeeb K 
8. Dr. Abbas Vattoli 
9. CH. Alijafar 
10. Absal LP 
11. Ahmed Salim T.P 
12. Anugith S 
13. Dr. Dhanya KA 
14. Ashraf M 

Minutes :

1. Review of major decisions and its implementation status, were reviewed by external members.
  - a) The committee appreciated book donation scheme practiced in the college.
  - b) Programs for advanced learners and slow learners also seems to be satisfactory.



2. As part of Quality initiatives external members suggested to conduct Quality audits like green, audit, energy audit etc. every year.

3. Strategic plan for 2024, the progress of the plan was reviewed

→ The committee suggested for starting a video recording facility on permanent basis exclusively for recording classes and also for e-content development.

→ New blocks will be completed at the earliest and decided that computer science, economics, English and psychology will change their departments to new blocks.

→ The committee also suggested to conduct a mentoring workshop exclusively for teachers in the year 20-21

Action Taken Report on minutes no 36/19 dated 24/11/2019

Based on the discussions and decisions taken in the meeting following action were taken.

Action taken on minutes 2.

1. Quality audit was conducted for the year 19-20. Green audit was conducted. energy and environmental audit will be conducted in 20-21.



## Action taken on minutes . 3

1. A team of teachers headed by Anujith's visited nearby colleges to see the media recording centre and facilities in their college. A fund will be allotted in 20-21 budget for starting record facility.
2. Separate plan for computer lab and psychology lab specific requirements were given.
3. Decided to include an amount of Rs 10,100 in the next year budget for mentoring workshop. Identified two resource persons Dr Shary Baby and Dr Manikandan for Dept of psychology, university of Calicut.

  
Dr. Dhanya . KA

C - IQAC

Coordinator  
Internal Quality Assurance Cell-IQAC  
Amal College of Advanced Studies  
Eranhimangad P.O., Nilambur - 679329  
Malappuram Dt. Kerala, India

  
Dr. PM Abdul Salim

Asst. Professor  
In charge of Principal  
Amal College of Advanced Studies  
P.O. Eranhimangad, Nilambur - 679 329



Meeting Minutes order No 37/19  
 LRAC meeting held at principal chamber at  
 3.30 Pm dated 2/12/2019

### Agenda

1. Review of working committee progress
2. Discussion on Academic excellence initiatives
3. Discussion on youtube classes & certificate courses, moodle.
4. NTS training class - Date fixation.
5. Discussion on manual feedback.
6. office files documentation
7. Orientation to Advanced learners and first year mgt orphan quota students

### Members Presents

1. Dr PM Abdul Shakir
2. Dr Dhanya KA
3. Anujith S
4. Dr Abbas Vattoli
5. Ahmed Salim - T.P
6. Dr Amer Hassan
7. Shameer Babu
8. Jafar K
9. Ashraf M

### Discussions & Decisions

Minutes 1 : All the working committees created in last LRAC meeting and their functions were reviewed. Each coordinator presented the role performed by them and their progress

- Nisf 2019 uploaded on 29/12/2019 - Dr. Shihabudeen N
- Annual Report and progression placement details Anujith & Afsal - work pending
- Manual feedback - office staff.



→ Certificate courses in progress under the  
 coordinatorship of Dr Amur Hasan

Minutes 2: Committee for academic excellence will monitor  
 online courses, moodle, updations in blog, Youtube  
 class etc. Decided to conduct youtube class recording  
 every month. Each month one class, will be  
 uploaded in Amalyoutube. Shihabudeen is in charge.

Minute 3: Certificate courses department wise syllabus is  
 collected and committee of ec, will examine the  
 syllabus and the same will be implemented by  
 departments soon. Dr Abbas Vattoli is given  
 in charge of handling moodle class.

Minutes 4/5: Decided to conduct NTS training on 21/12/2019  
 by inviting an external expert to handle the session

Minute 6 & 7: All the selected advanced learners from I year  
 and II year will be given an orientation class on  
 19<sup>th</sup> Dec [tentative] Subject to the exam toppers will  
 be identified and will be given prize in 16<sup>th</sup> Dec  
 programme being inaugurated by Basheer MCA,  
 Library books, computer lab & smart class.  
 These advanced learners will be given an online  
 course through moodle, coordinated by  
 Dr. Abbas Vattoli

Minutes 8: Mgt Quota & orphan students will be given  
 an orientation class by Hasis Madappaly [tentative]  
 inaugurated by our patron. Date will be fixed  
 according to their availability.

Minutes 9: Office will do necessary steps immediately for  
 → Submitting students details & teachers  
 details to UETC  
 → Manual feedback aligning and printing  
 from press 2000 copies.



→ Handling over of class wise mgt quota & orphan quota students list to HODs

→ Updating of Teachers list with PAN, DOB and Qualification including guest details.

Action Taken Report on the minutes order No 37/19 the meeting dated 21/12/2019.

M. No 1 : Certificate course by all departments were completed under the supervision of IQAC and documents are verified.

M. No 3 : Dr. Abbas Vattoli and IQAC coordinator is the administrator of college moodle platform. Online classes conducted successfully through moodle.

M. No 6 : All toppers in exams were awarded memento by Sri Basheer MLA, during a function in college.

M. No 8 : IQAC collected the database of students and teachers from office.

  
Dr. Dhanya KA

C - IQAC Coordinator  
Internal Quality Assurance Cell-IQAC  
Amal College of Advanced Studies  
Eranimangad P.O., Nilambur - 679329  
Malappuram Dt. Kerala, India

  
Dr. Pms Abdul Sakir

Asst. Professor  
In charge of Principal  
Amal College of Advanced Studies  
PO, Eranimangad, Nilambur - 679 329




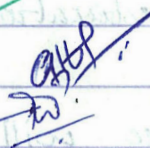
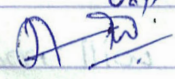



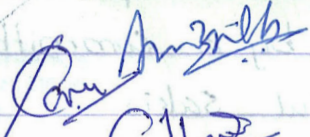




Minutes, order No 3819  
 IQAC meeting held at Principal chamber at

3:30 pm dated 16/12/2019

### Agenda

1. Review of working committee in progress
2. Review of last meeting agendas
3. Committee formation of proposals
4. Final presentation of prgrms - Date
5. ABAR - Discussion
6. IQAC next quarterly meeting - Date

### Participants

1. Dr. Pro. Abdul Saksis 
2. Dr. Abbas Kattoli 
3. Dr. Dmeer Hussain 
4. Shanwas Pattupara 
5. Shihubudheen M 
6. Muhammed Najeeb G 
7. Anujith S 
8. Absal CP 
9. CH. Alijath 
10. Shanwer Babu T 
11. Jafar K 

### Discussions

1. Reviewed the progress of work by each committee
  - Steps taken for uploading youtube classes in amal youtube
  - Nixt 2019 data uploaded and submitted
2. Tentative dates for upcoming programmes discussed
  - Quarterly meeting of IQAC.



- Submission of block fund proposal draft Jan 31<sup>st</sup>  
 → final presentation by clubs forums Feb 27<sup>th</sup>
3. Decided to conduct a one day training programme for NTS on 21<sup>st</sup> december with Mr. Muhammed Nacubad, Joint Registrar, Co-operative Society as the Resource Person. Topic Professional Excellence.
4. Sub committees are formed for each future plans:
- Azim Premji & IBIS - - Dr. shihab N
  - Rainwater & green initiative - Hafes v.k
  - Paddy cultivation - Muneer
  - Building - New block - shihab c
  - Physical education - Moh. Najeeb
  - Talroop - Dr. Dhanya. KA
- Each committee will make discussions seperatly in the month of January.
5. Decided to conduct a mega Academic Conclave on December 2020. The concept note for the same will be made by a committee
1. Dr. PM Abdul. Sakio
  2. Dr. Dhanya . k.A
  3. Dr. Shihabudeen N
  4. Mr. shihabudeen c.
6. Following teachers were given charge of block fund work.
- Component 1 Building - Shihabudeen c
  - Component 2 Quality initiative - Dhanya. KA
  - Component 3 Sports - Mohammed Najeeb
  - Component 4 Talroop - Anujith: s
7. Decided to study about a new proposal for women centre by work. Ms Nisha S is given the charge to learn about the project.




Action Taken Report on meeting number 38/19  
conducted on 16/12/2019

M.No : 1 Conducted 5 day Training programme  
for MPS by Mr Moushad on 23/12/2019 to  
27/12/2019.

M.No : 2 A proposal for block fund was made  
to build a new library block / ladies hostel

M.No : 3 Ms Nisha visited some college having  
women centre under UGC scheme.

  
Dr. Dhanya KA  
C-10AC

Coordinator  
Internal Quality Assurance Cell-IQAC  
Amal College of Advanced Studies  
Eranimangad P.O., Nilambur - 679329  
Malappuram Dt. Kerala, India

  
Dr. Pm. Abdul Salim

Asst. Professor  
In charge of Principal  
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Minutes order No 39/20



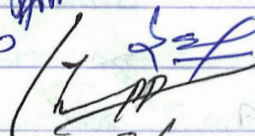
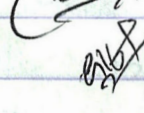

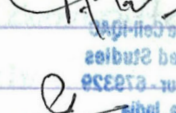
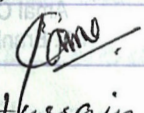
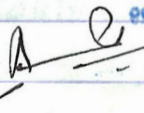
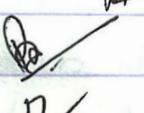
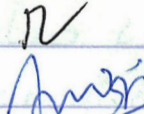



NAAC meeting held at Principals chamber on

1/1/2020 3. pm

### Agenda

1. Quarterly meeting
2. Discussion with external expert on strategic plan
3. Urgent works for preparation of Annual report
4. An intercollege workshop for teachers
5. An intercollege workshop for NTS

### Participants


1. Dr. Abdul Sakir 
2. Dr. Dhanya. KS 
3. Ahmed Salim. TP 
4. Shmies Babu T 
5. Dr Abbas Vattoli 
6. CH. Alijafar 
7. Afsal. LP 
8. Dr Omar Hussain 
9. Shanavas Pattapasa 
10. Dr Shihabudeen. N 
11. Anujith. S 
12. Jafar Kallackal 
13. Ashraf .M. 

### Discussions

1. Decided to conduct the next quarterly meeting on 13<sup>th</sup> Monday 2. pm , to discuss on past naac initiatives



2. Meeting with External Expert Dr. Zakaria, CUSAT on 23/01/2020. To discuss five year strategic plan and project proposals.
3. Decided to conduct a one day workshop on Road map to NAAC Accreditation in the month of February.
4. Decided to conduct an academic administration Audit in the month of March.
5. Strategic plan discussion on 21st Jan.

  
Dr. Dhanya KA

C-1QAAC

Coordinator

Internal Quality Assurance Cell-IQAC  
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Asst. Professor


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### Action Taken Report

1. The Quality Initiatives adopted in the past few years have been evaluated and necessary suggestions were made to all department activities.
2. A brain storming session on preparation of revised Strategic Plan based proposals.
3. A workshop on the NAAC Accreditation framework and changes in Manuals was organised.
4. The Academic and Administrative Audit was conducted on 29 March 2020.

  
Coordinator  
Internal Quality Assurance Cell-IQAC  
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Malappuram Dt. Kerala, India

  
Asst. Professor  
In charge of Principal  
Amal College of Advanced Studies  
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42 Minutes order No 40/20

NAAC quarterly meeting held at seminar hall

on 2 pm 13/01/2020

• Agenda

1. Recommendations by NAAC peer team - Discuss
2. Discussion on enhancement of sports facilities
3. Discussion on NAAC A grade - stakeholders meet
4. Discussion on strategic plan 2024
5. Documentation & filing by departments

Members Present:

1. Dr. PM. Abdul Sakis
2. HARIS. M
3. OP Abdulrahman
4. Shuman Babu T
5. Muhammed Najeeb. K
6. Dr. Abbas Vattoli
7. CH Alijath
8. Shihabudheen. C
9. Ahamed Salim T.P
10. Btsal cp
11. Anujith S
12. Dr. Anwar Shafic
13. Dr Dhanya. KA

Discussions & decisions

Agenda 1 : Minutes 1

→ More value added courses need to be conducted by depts

→ By March 2020, all the departments would have conducted one National seminar.



- More publications and paper presentations should come from part of each teacher.
- A separate counselling centre should be started under psychology department.
- More Alumni chapters need to be started
- Think of starting online webinars, British council collaboration, online Psc coaching
- Strengthening of library through alumni

#### Agenda 2 : Minutes 2

- Based on project submitted by Asst. prof Physical education, it has been decided to take estimate of 400 track ground.
- Tennis court in connection with tennis association

#### Agenda 3 : Minutes 3.

- Decided to conduct a stakeholders meet on 23<sup>rd</sup> January with management committee Governey body, Teachers, Staff etc.
- A faculty development programme will be conducted on same day with Mr Sakaria, Professor, CUSAT as Resource person.
- Following committees are formed in connection with stake holders meet :

Invitation - CH Alisatar

Time, venue, Refreshment - Shemur Babu.

Programme - Dr Shihabudeen N

Budget & Finance - Dr Dhanya KA.

#### Agenda 4 : Minutes 4

1. To sort out a well set strategic plan with core objectives, Time frame etc.



a two day workshop of all teachers & staff will be organised during vacation - April.

subject to the availability of patron and Resource person.

2. Proposals by each department, QAAC proposal, Proposal by Principal will be submitted to RP in advance.

#### Agenda 5: Minutes 5

1. An assessment of performance of each dept will be made at the end of academic year by QAAC external members. Best department will be announced and will be given certificate of appreciation by management.
2. QAAC parameters will be set. call a staff meeting in which QAAC external member will announce the procedure of evaluation

Action Taken Report on minutes of the meeting held on 13/01/2020

Action Taken on Minutes No: 40/19 dated 13/1/2020

1. All the departments conducted one national seminar at the least, before 31<sup>st</sup> march.
2. Departments conducted online webinars especially after lock down in March 2020. Conducted a certificate course in moodle platform under the banner of QAAC



Action Taken on minutes 3:


- 3. Stakeholders meet was conducted on 23/10/2021 with management committee members and local community people. Same day Dr. Zacaria from CUSAT, conducted a seminar for teachers.

Action taken on minutes 4:

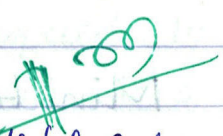
- 4. An infrastructure and library innovation proposal was given to Dr. Zacaria for expert advice.

Action taken on minutes 5

- 5. In the general body IQAC external members addressed the teachers, guidance on NAAC parameters.

  
 Dr. Dhanya KA  
 e - IQAC

**Coordinator**  
**Internal Quality Assurance Cell - IQAC**  
**Amal College of Advanced Studies**  
**Eranhimangad P.O., Nilambur - 679329**  
**Malappuram Dt. Kerala, India**

  
 Dr. P.M. Abdul Sakir.  
 Asst. Professor  
 In charge of Principal  
 Amal College of Advanced Studies  
 RQ. Eranhimangad, Nilambur - 679 329



CoAC Meeting held on 3/02/2020 at

Principals chamber

### Agenda

1. Discussion on strategic plan
2. Dates for presentation by departments
3. Project proposal submission to IBs.

Mrs UK MATHEWS

### Members Present

1. Dr. PM Abdul Sakis
2. Dr. Dhanya KA
3. Sadhiya . A
4. Dr. P. Fawaz
5. Dr. Shihabudheen N
6. Shihabudheen C
7. Shemur Babu T
8. Anujith . S
9. Ashraf . M.

### Minutes

1. Discussion on strategic plan for coming year were done and decided to conduct a workshop in the month of May April.
2. Each departments (clubs and forums) will prepare their activities report for this academic year and will make a presentation in front of external member on April first weeks.
3. A project on ITDC will be framed by CoAC in collaboration with computer science department




Same will be presented by UQAC co-ordinator before Mr. V.K Mathews during his visit on 3/3/2020.


Action Taken on the minutes of meeting 3/02/2020

Action Taken on minutes 1:

- 1. A workshop was conducted to discuss the strategic plan progress and how to link action plan progress and how to strategic plan, was discussed under the leadership of principal Dr PM Abdul Sakir and resource persons Dr. T.V. Zaccaria, UQAC coordinator, EMEA college. dated June 2020
- 2. A proposal to start an innovative ~~maths~~ at amal college was made on 14<sup>th</sup> feb and the same was presented in front of Mr. V.K Mathews, Chairman Ibs software during his visit to college. As the first step he agreed to give internship for selected students in his ~~eachin~~ office after conducting an interview

  
 Dr. Dhanya . K.A  
 C-UQAC

**Coordinator**  
 Internal Quality Assurance Cell-IQAC  
 Amal College of Advanced Studies  
 Eranhimangad P.O., Nilambur - 679329  
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 P.O. Eranhimangad, Nilambur - 679 329





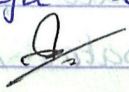

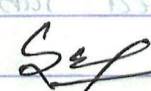



URAC meeting held on 4/3/2020 at

Principals Cabin.

### Agenda

1. AQAR uploading - Data collection strategies and duty allocation
2. Annual Report preparation & publication

### Members Present

1. Dr. P.M. Abdul Sabir 
2. Dr. Dhanya. KA 
3. Jafar. K 
4. Dr. Amur Hassan 
5. Ahamed Salim T.P. JS 
6. Abid. Rahman. KA 
7. Shanavas Pathipuzha 
8. Ashraf. M. 

### Minutes

1. AQAR will be uploaded before March 15<sup>th</sup> in NAAC portal. AQAR for 18-19 is opened on Feb 14<sup>th</sup> 2020. All criteria convenors are allotted the duty of compiling the records already set by departments.
2. Annual Report for the academic year 19-20 will be completed and released on or before April 14<sup>th</sup>.







Minutes order no 43/20  
 were meeting held on 17/03/2020 at

principals cabins.

### Agenda

1. AQAR
2. Academic Calendar
3. Workshop on action plan for next academic year

### Members Present

1. Dr. P.M Abdul Sakis
2. Dr. Dhanya. KA
3. Sini. K
4. Shanavas Pattupasa
5. Ahmed Salim. T.P (TS)
6. Anujith. S
7. Shamus Babu. T
8. CH Ali Jafar
9. Abid Rahman KA
10. Abal. CP
11. Dr Shihabudheen. N W
12. Ashraf. M

### Minutes :-

1. AQAR 18-19 uploaded and data for AQAR 19-20 started compiling
2. Academic calendar for 20-21 will be prepared in detail  
 Action taken Report on the minutes of the meeting 17/03/2020
1. AQAR 19-20, the date of submission extended by NABC due to covid - lock down
2. Academic calendar 20-21 is prepared in detail by UAC and the same approved in council

Dr. Dhanya. KA  
 Coordinator  
 International Assurance Cell - IAC  
 Department of Advanced Studies  
 Nambur - 679329  
 Kerala, India

Dr. ZACARIA T.V.  
 PEN: 470319  
 Principal  
 Department of Advanced Studies  
 Nambur - 679329  
 Kerala, India



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