



Internal Quality Assurance Cell- IQAC

Meeting Minutes & Action Taken Reports

2020-21

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

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Details of IQAC Meetings 2020-21

Meeting Date	Meeting Minutes	Action Taken Report
2020, Jun 1	Go to Page No. 3	Go to Page No. 4
2020, Jul 6	Go to Page No. 5	Go to Page No. 6
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USBC Meeting on 01/JUNE/2020 at principals cabin

Agenda

1. AQAR 19-20 Submission - Discussion
2. UGC notified skill based courses - Discussion
3. Action plan for next academic year
4. Implementation of Courseera platform
5. Executive leadership programme.

Minutes

1. Decided to submit the AQAR 19-20 by December 2020. A subcommittee was formed for the duty discharge of Aqar.
 2. In the meeting a preliminary discussion of UGC notified skill based courses were conducted scope of implementation of skill courses in each discipline were also discussed in the meeting.
 3. Action plan for next academic year was prepared and decided to implement the same.
 4. A planning committee was formed to decide how to implement courseera in the Amal college. Dr. Anujith S was given the charge other members are.
 1. Dr. Fauwas
 2. Sini.k
 3. Afsal
 4. Janceesh Babu.
- courseera account will be opened in the name of the college and the same will be used for enrollments.

5. Decided to organize an ELOP from 3-8/06/2020

Members Present

1. Dr. PM Abdul Sakir
2. Dr. Dhanya. KA
3. Ahamed Salim TP
4. Shanavas Pattupara
5. Dr. Abbas Vattoli
6. Dr. Shihabudheen N
7. Jhemus Babu T
8. Jafar K
9. Ashraf M

Action Taken Report

1. Subcommittee on AQAR 19-20 started functioning
2. A preliminary proposal of skill-based courses were framed.
3. Implemented action plan for the year 20-21
4. Courses were successfully implemented with enrolments from outside the college. our students also get enrolled to courses.
5. An Executive leadership development programme was organized for 03-08, June 2020

Dr. Dhanya. KA

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LCAC meeting held on 06 July 2020 at
principals chamber.

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Agenda

1. To discuss about purchase of books to central library.
2. To review the progress of book donation scheme implemented by patron
3. To analyse the progress of courses implemented in the campus.

Minutes.

1. It was resolved in the meeting to purchase books to the library.
2. Book donation schemes, list of members who donated the book was initiated by the depts. and compile report presented by librarian Mr. Asheaf.
3. There has been 520 enrolments in courses. Report was presented by Mr. Anujith .S.

Participants

1. Dr. PM. Abdel Sakir
2. Dr. Dhanya. KA
3. Dhameel Salim. T.P
4. Dr. Shihabuddin. N
5. Jafar. K.
6. Dr. Abbas Vatholi
7. Shumee Babu
8. CH Ali Jafar

Action taken Report on the minutes of the meeting 06/07/2020

M. No 1: Books purchased to Library


M. No 2: Departments adopted birthday book
Donation scheme.

M. No 3: A Department level courseera course
mentoring team was constituted.


Dr. Dhanya. KA

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USAC meeting held on 7/08/2020 at 55
Principals cabin.

Agenda

1. To organize one day national seminar on New Education Policy 2020 - Via google meet
2. Decision regarding Resource persons for the NEP seminar.
3. Discussion on celebrating Teachers Day in connection with Teachers day 2021
4. Review of syllabus completion.

Decision.

1. Decided in the meeting to conduct one day National seminar on new education policy on 27/8/2020.
2. It was resolved in the meeting to invite Dr Shakti Shamsa Secretary to committee of Draft National Education policy, Dep of HE, New Delhi as keynote speaker and Dr Jayaraj, HOD VC as inaugurator.
3. Decided to Review the syllabus completion
4. Prof T Mohan Babu Dean, Nilgiri Arts & science college was decided as the speaker on Teachers day.

Participants

1. Dr. PM. Abdul Sakis
2. Dr. Dhanya . KA
3. Asharred Jalim . P.P.
4. Shanavas Pattupara
5. Dr. Abbas Vattodi
6. Dr. Shihubudeen N
7. Shemur Babu . T
8. Jafar . k
9. Ashraf . M.

Action Taken Report.

Minutes No 1 & 2 : An online workshop on NEP was conducted on 27/6/2020.

The workshop was open to all interested educators Dr. Shakila Shamsu was the invited speaker of the workshop.

Minutes No 3 : Prof T. Mohan Babu was the invited speaker of the teachers day programme on 5 sept. 2020.

Dr. Dhanya . KA

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IQAC Meeting held on 17/09/2020 57
via google meet with external members.

Agenda

1. Official welcome to new principal Dr. Zacaria
2. Discussion on the criteria wise works progress
3. Proposal for calem workshop charge

Decisions

1. It was decided in the meeting to give charge to each criteria wise co-ordinators
2. Decided to implement mentor-mentee one to one system. Ms. Sini was given the charge of criteria 2.
3. charge was given to criteria 2 to prepare and execute the course plan in each department.

Participants

- | | |
|------------------------|----------------------|
| 1. Zacaria T.V. | 6. Dr. PM Abdul Aziz |
| 2. Dr. Shihabuddeen N. | 7. Harris M. |
| 3. Abameel Salem T.P. | 8. Ashraf M. |
| 4. Zafar K. | |
| 5. Shuman Babu T. | |

Action Taken Report

1. criteria wise charge was given to teachers
2. One to one mentoring started and each teacher allotted mentor
3. Criteria 2 team developed course plan and file.

IQAC meeting held on 7/10/2020 at
Principal's cabin

Time : 11.30 am

Agenda

1. Formation of NAAC criteria coordinators committee
2. Allotment of portfolio to IQAC members
3. Workshop on mentor - mentee
4. Implementation of course file

Minutes

1. Naac criteria committee restructured with chairman, convenor and member including student representation

Convenors are criteria 1 Dr. Shameema

criteria 2 Sini.k

criteria 3 Dr. Tatar sadiq

criteria 4 Nish S

criteria 5 Janeesh Babu

criteria 6 Anees KA

criteria 7 Subana Mehar.

Circular with details of chairman & other members attached.

2. Allotment of portfolio to IQAC members

a) Library & virtual resource: Dr. Abdul Sakhir

b) Infrastructure : Shameer Babu

c) Extension & educational agency : Dr. Ali Tatar Ali.

d) Literature & culture : Muneer UK

e) Alumni : Abammed Salim TP

f) Research & consultancy : Dr. Shihabudun N.

Teaching learning : Dr. Amar Hassan

Financial Literacy Tatar kallada

Student support : Anujith S
 Innovation & system : Afsal CP
 sports : Ashraf M

3. Resolved to conduct a workshop on mentor mentee
4. Decided to implement course file in each departments.


Participants

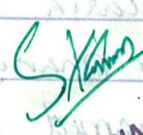
1. Zaccaria T.V
2. Dr. Shihabuddin N
3. Shamed Salim T.P
4. Jafar K.
5. Dr. Dhanya KA

6. Anujith S
 7. Shemser Rahman

Action Taken Report

1. For the smooth functioning of IQAC and internalizing quality assurance practices, committee was constituted on various quality practices
2. IQAC members given spread charges for decentralized implementation IQAC initiatives.
3. A workshop on art of mentoring was conducted on 23-27/11/2020
4. Course file was implemented.


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60 LQAC meeting held on 30/11/2020
at principals cabin

Agenda

1. Budget for 20-21
2. Guest lectures appointment
3. Automation
4. Feedback on teachers
5. AAR back files verification
6. Media centre discussion
7. Progressive increase in books and Journals in Library.
8. Review of syllabus completion

Minutes

1. It is resolved to constitute a sub-committee for budget preparation for 20-21 with following members
LQAC - C Dr. Dhanya KA
Joint - C - LQAC - Mr Shemur Babu & Dr Shihabudheen N
Office supprend - Mr Abammed Salim TP
Head accountant - Mr Jatar kallada
2. It is resolved recommend the appointment of two guest teachers in each of the following depts.
Psychology, Computer science & economics
3. It is resolved to review the functioning of TCS and if not sufficient to fullfil requirement
4. Decided to allot the charge of conducting teachers feedback odd sem via google form to Dr Abbas Vatholi
Cietesia members will support him.
5. Departments are directed to submit syllabus completion Report

Members Presents

1. Zaccaria T.V
2. Dr Dhanya KA
3. Abamed Salim TP
4. Dr. Shihabudheen - N.
5. Jatar k

7. Anujath S

8. Ashraf M.

9. Muneer ok


Action taken Report.

Minute No. 1 : A sub committee constituted for Budget preparation and the committee prepared the budget accepting requirements from all departments.

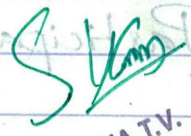
Minute No 2 : Appointed guest teachers in the Psychology, economics and computer science

Minutes No 3 : The services of Tcs reviewed and direction given to the Tcs team for improvements.

Minutes No 4 : Dr. Abbas Vattoli was given charge of feedback collection and he started collection of the feedback from various stakeholders.


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IQAC meeting held on 29/01/2021
at Principals cabin.

Agenda

1. AQAR uploading and strategy of implementation
2. Department wise evaluation visit

Minutes

1. In the meeting it was resolved to upload AQAR Mr Anujith S was given the charge. Date of extension by NAAC till March 2021 was noted and the same was decided to be implemented
2. IQAC visit to depts is scheduled to monitor the documentation and performance of the departments.


Participants.

1. Dr. zacaria T-V
2. Dr. Dhanya - KA
3. Dr. Shemeer Babu T
4. Dr. Shihabudheen N
5. Ahmed Salim T.P
6. Jafar k.
7. Ashraf M
8. Anujith-S

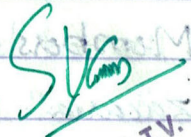
Action taken Report

- 1 Minute No 1 : Mr Anujith was given the charge of timely uploading of pending AQAR in accordance with NAAC timeline.

Minutes No 2 : Visited all the Departments and evaluated the teaching learning practices adopted and its documentation


Dr. Dhanya - KA
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Minutes




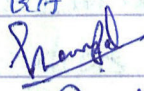

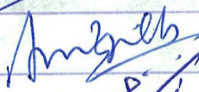
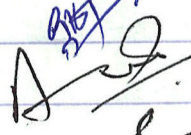





1. Decided to visit Departments to evaluate documentation by IQAC.
2. Resolved to prepare action plan for cycle 2 IQAC Accreditation
3. It is also resolved to evaluate the activities of clubs and forums
4. It was also decided in the meeting to conduct a workshop named "Quality - a responsibility" decided is for

IQAC Meeting held on 26th February 2021
at principals cabin.

Agenda

1. Dept visit review
2. cycle 2 Action plan
3. Evaluation of activities of clubs & forums

Members Present

1. Dr Zaccaria TY 
2. Dr. PM. Abdul Sakir 
3. Dr. Dhanya KA 
4. Hiba .Pk 
5. Jashira . P 
6. Anujith . S 
7. Dr. Abbas Vattoli 
8. Dr. Amur Hassan 
9. Athameel Salim T.P 
10. Dr Shihabuddin . N 
11. Munir OK 
12. Jafar . K. 

Minutes

1. Decided to visit Departments to evaluate documentation by IQAC.
2. Resolved to prepare action plan for cycle 2 NAAC Accreditation
3. It is also resolved to evaluate the activities of clubs and forums.
4. It was also decided in the meeting to conduct a workshop named Synergy - A realisation decided is for

Institutional excellence. Tentative date decided is 20.13.2021

Action taken Report

Minutes No 1: IQAC team has visited to all departments and interacted with the faculty members and evaluated the documentations

Minutes No 2: Action plan for the second cycle of NAAC Accreditation was prepared.

Minutes No 3: The IQAC team has interacted with the coordinations and committees members of various clubs and forums and evaluated the performance the working of the clubs.

Minutes No 4: A workshop entitled synergy - A recalibrations was organised on 20.13.2021.

Dr. Dhanya K.A

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NAAC meeting held on 24/13/2021 at
Principal chamber

Agenda

1. Performance review of last three years
2. Discussion on future plan 21-22 & 22-23

Members Present

1. Zaccaria T.V
2. Dr. Dhanya KA
3. Dr. Abbas Vattoli
4. Dr. Shihabudheen P
5. Sini K
6. Minus Ok
7. Shemur Babu T
8. Anujith S
9. Janush Babu KP

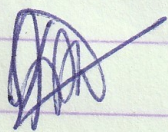
Minutes

1. It is resolved to form a committee to review the performance of last 3 years of the NAAC criteria. weak points were identified and the same were put into discussion for making improvements in that area.
2. Discussion of future plan for 21-22 and 22-23 were made and the same was decided to be included in the action plan to be prepared in the next year.

3. It was also decided to conduct a 5 day FDP on teaching aspects. The title is 'Sketching the contours of Teaching'. Tentative dates fixed is after the Eid.

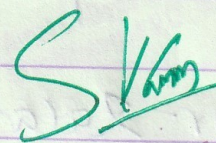
Action Taken Report - Meeting 24-03-2021

1. A committee was formed to evaluate the performance of last three years on various criteria of NAAC accreditation.
2. A committee is constituted to prepare and brainstorm future plan for the academic year 2021 and 2022-23 in accordance with strategic plan.
3. A five day FDP was organised on 'Sketching the contours of Teaching' on 26-30 July 2021.



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12AC meeting held on 17th April 2021
at Seminar hall in compliance with covid protocol

Chaired by Dr TV ZACARIA Principal.

Agenda

1. Planning the future activities for 2021-22.
2. Assessing the activities of 2020-21

Decisions Taken

1. It was resolved to implement syllabus unitisation and question bank (exam oriented) in the next year as part of pin to win.
2. Decide to restitutive the activities of the clubs & forums regarding
3. Decided to identify pending tasks resolved to complete all the pending tasks by May 31st

Participants.

1. Dr Zaman TV
2. Dr. Dhanya - KA
3. Shemer Babu. T
4. Dr. Shikhabudheen. N
5. Jafar. K
6. Ahamed Salim. T.P.
7. Abdul Sakir PM.
8. Muney OK
9. Ashraf. M

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Action Taken Report

Minutes No 1 : Pin to win scheme was introduced from 01 June 2021 and question bank was prepared by all departments.

Minutes No 2 : IQAC has issued a guideline for the activities of clubs and forums.

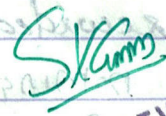
Minutes No 3 : Identified all pending tasks and the coordinations and chairmans of various task forums are directed to monitor the timely completion of the tasks.



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