

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 Website: www.amalcollege.ac.in Email: principal@amalcollege.ac.in | Phone:04931207055



Details of IQAC Meetings 2020-21

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When Meeting on of / June /2020 at principals cabin Decided to organise an Agenda AGAR 19-20 Submission - Discussion vac notified skill based courses - Discussion 2. Action plan for next academic year 4. implementation of coursea platform Executive leadership programme. 5. the Sharavar Batty pasa Minutes 12Hali Dr. Abbas 1. Decided to submit the AGAR 19-20 by December 2020 . A subcommittee was formed for the duty discharge of Aquo. 9.20 Ashrad fur Mal a. In the meeting a preliminary discussion of cure notified skill based courses were conducted scope of implementation of skill courses in each discipline were also discussed in the meeting. B partiminary parapasal of skill 3. Action plan for next academic year was prepared and decided to implement the same. successfully roophnomical with 4. A planning committee was formed to decide how to implement coursers in the Amal college. Do Drujith & was given the charge Other members are. First 1. Dr. Fawas Q. Sipi.k 3. Afsal 4. Janeesh Baba. Dr. Dhande, lep courserer account will be opened in the name of the college and the same will be an used to the envollments.

52 Decided to organize an ELDP from 3-8/06/2020 5. Members Present 60, -Discussion Dr. PM Abdul Sakier 1. Dr. Dhanga . KA 2. Ahamed Salim TP. 3. Shanavas Pattinpara @ 4. ab Dr. Abbas Vattoli Minuter 5. Dr Shihabadheen N Y J Themus Babn T Jako . K 8. Altor Ashoaf ·M 9. in the meeting a pretiminary discussi Action Taken Report of complementation of skill courses the each Subcommittee on PAPR 19-20 started functioning A preliminary proposal of skill - based courses a. were formed of simplice two of rista Implemental action plan for the year 20-21 3. with Coursera was successfully implemented 4. envolments from outside the college. our students also get envolled to coursera. An Executive leadership development programme 5. was beganized for 03-08, June 20 Dr. phanye. leA Central Quality As turance Cell-IQAC Amai College of Advanced Studies SENSCIO Wiew Franhimangad P.O., Nilambur, 5(9329 Amal College of Advanced Studies Nico Samo angad P.O., Nilambur - 679329 Malappuram Dt. Kerala, India

lanc meeting beld on 06 July 2020 at 53 principals chambers. Action taken Report Agenda M. No I: Books puschased to Library 1. To discuss about purchase of books to central library. a. To review the progress of book donation scheme implemented by patron produced 3. To analyse the progress of coursers implemented in the campus. Minutes. BA. DARAMA. KB - 1. It was kisolved in the meeting to purchase books to the library. 2. Book donation schemes, list of members esho donated the book was initiated by the depts. and compile report presented by librarian Mr. Asheaf. 3. There has been 520 envolments in coursera Report was presented by Mr. Anujith.s. Participants 6 1. Dr. PM. Abdel Sakir Do. Dhanya. KA Q. Sef Bhamed Salim. T.P 3. 4. Dr Shihabadhun . N S. Jafar. K. S. gust . 6. Dr. Abbas Valleli 7. Shemoes Baba 5 8. CH Ali Jafei

54 de al of all an as blad pailasen Principals Chamber Action taken Report on the minutes of the meet-M. No 1: Books purchased to library Minlo 2: Departments adopted birthday book popation scheme. M. No 3: A Department level coursera course mentoring team was constituted. alyse the progress of a conservation plum when rompus. 20 oft ni APINOUP Dr. Dhanya. KA C - LQAC Coordinator Internal Quality Assurance Cell-IQAC Amal College of Advanced Studies Eranhimangad P.O., Nilambur - 679329 Malappuram Dt. Kerala, India Amai College of Advanced Studies Eraphimangad P.O., Miambur-679529 Schoon S manbas cobo book was initiated by the disc depts support parasted by about the been 520 enjoincer in courses Teser assisted by AMT ADRUGHES S Participants Walson Acale Dhowada Sp Selim. breas Shubie bendhuen fators JARDON VEHICL SIL Inors R.

lanc meeting beld on 7/04/2020 at 55 Poincipals cabin. Pasticipants Agenda 1. Dr. P.M. Aldel Seleis 1. To organize one day national seminar on New Education Policy 2020 - Via google meet 2. Decision regarding Resource persons for the NEP Seminas. 3. Descussion on celeberating Teachers boy in connection with Teachers day 2021 4. Review of syllabus completion. 9. Ashraf MJ Decision. Action Jaken Report 1. Decided in the meeting to conduct one day Mational Seminar on new education policy no 27 18 12020. no habitubros was gain The waskshap was open to all interested 2. It was resolved in the meeting to invite Dr shakila shamsa seculary to committee of Draft Mational Education policy, pep of HE; New Delbi as key note speaker and Do Jayasay, HOD UC as inaugurator. Is relate behad 10(march) 3. Decided to Review the syllabus completion 4. Prof . T Mohan Babu Dean, Nilgion Arts & science college was decided as the speaker on Peachers day. Salarance Cell-IQAC Amai College of Advanced Studies Erachimangad P.O., Nilambur - 679329 Malappuram DL Kerala, India

or ason al 37 light meching beld an 134 cabin Principals Pasticipants 66 Agenda Dr. P.M. Alder Salais M 1. Dr. Dhanya · kondi 2 10 organize Abamed Calim . T.P. 3. 4. Shanavas Pattapaca Devision 8 Dr. Abbas Vattai 5. AIF PC Simiaa Dr Shihebulbers N V 6 Shemus Baba . T 7. 5 22 connection 8. Jafar. K Providalgonas undallus Review of 9. Ashoaf .M. Alm Decision Action Taken Report. Decided in the meeting to conduct and day Minutes No 1 \$? : An online workshop on MEP was conducted on 27/0/ 200, The weekshop was open to all intuested educators pr. shakila shansu was the invited speaker of the work shop. de braft Mational Education policy, Dep of 616, Minutes No 3: Poot T. Mohan Babu was the muited speaker of the fearbers day and programme on 5 spet 2020. Decided to Review the syllabus completion Mohan Baba Dean, Milgir Arts & Sucre 1009 Dr. Dhanya - KA decided Amal College of Advanced Studies Eranhimangad P.O., Nilambur - 679329 Malappuram Dt. Kerala, India Collegeot Inaliga P.O.

Via google meet with external members. Time: 11.30 and Agenda Approda. 1. Official welcome to new principal Dr zacaria 2. Discussion on the cuiteria wise work progress 3. Proposal for calen workshop charge coostishap era maratas Decisions 4. Implementation of cause file It was decided in the meeting to give charge 1. to each cuiteria wise co-ordinators a. Decided to implement mentor mentoe one to one system. Mu sini was given the charge of aiteria 2. 3. charge was given to cuetoria & to prepare and execute the course plan in each department. Sinite Paitrain. Participants of ad aitaia trees 4) Alista 1. ZACARIANT. VISSANT 100 6.07-PM Abdul Sigir - HARRY M HORE 2. Dr Shihabudbeen - N f 3. ABamal Salen T. P SEC 8. Ashraf M-4. Jafanskit marcindo , to slipsh dico soluzio Shiming Babn. T Artobatha Endower 1 5. Allotrozot of postfolic. Action Taken Report days and a b) hotrast euclaus : Spangus Babu 1. criteria wase charge was given to teachers 2. One to one mentoring started and each teacher alloted menters brand e) Alumpi : 3. Criteria 2 teamse developed course plan and file. Teaching learning Fragincia OLOW Herina Platty As

58 lanc meeting beld on 7/10/2020 Principals cabin at gocale Time : 11.30 am Agenda Agenda 1. Official welcome to new principal Dr Pacania 1. Formation of NAAC ceiteria coordinators committee 2. Allotment of postfolio to LORC members 3. cuorkshop on mentor - mentre Decisions 4. Implementation of cause file was decided in the meeting to guizeling a -11 rado cuitoria coise co-ordinadors 1. Maac ceiteria committee restructured coits Chairman, convenor and member including student charge was given to andrain a tonitatassarger Convenors are ceiteria 1 Dr. Shameema ceitura 2 Sinila cuiteria 3 Do Jatar sadia citeria 4 Nish S cuiteria 5 Janeest Babu M 201914 - ceiteria 6 Anees will Andadide ra M Durch & cuiteria 7 Subana Mebar ciacular with details of chairman & other members attached. T. marst pumute 2. Allotment of postfolio to igac members a) Library & vistual resource: Do Abdul saleio b) infrastructure Shemeer Babu c) Extension & educational agency : Dr AliJahar (H. d'Alterature & culture : nuneer Ok e) Alumni : Abammed Salim TP f) Research & consultancy: Dr Shihabudun N. Teaching learning: Dr Amur Hassan Financial Litucuya annual Tafar kallada sibni denaki . 09 bananta sibni denaki . 09 bananta

egi as blad paidsom sans (59 at baipaipals cabin Student support : Anujith s Innovation ELO system : Afsal CP Ageodo sports : Asbraf M 3. Resolved to conduct a work shop on mentor menter 4. Decided to implement course file in each departments. to file waiting time 1000 torotage some provinsel in books and Toursals in lineau 6. Anij th. S 1. Zacasia T.V 2. Dr. shihabnelhun N 2, F Sherreer Partin I 3. Ahamed Salim J.P Sef Das Ation & 4. Jafar. K. 5. Dr Dhanya KA C - LORC office supposed - Ma Abammed Sellim JP Action taken Reportere M - tastassus hast It is resolved recommend the expeription of two 1. For the smooth functioning of LORD and Poternelicing quality assurance practices committee was constitute on various quality practices 2. LQAC members given spead charges for decentralized implementation ware initiatives. And at him 3. A workshop an ast of mentoring was conducted on 23-27/11/2020 Caltaia 4. Course file was implemented Dependences MENDORS 2 allas Da Dhang

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

Student support : Anulith & M Agenda 90 Losta : milispe and milispegal

1. Budget for 20-2/2010

a. cruest lectures appointment and word. 8

- 3. Automation 12 2000 torondon at habing the
- 4. Feedback on teachers
- 5. AGAR back files verification

Media centre discussion

- 7. Porogressive increase in books and Journals in Library.
- 8. Ruiew of syllabus completion dampindes?

Minutes

1. It is resolved to constitute a sub committee for budget preparation for 20-21 with following members LOAC - C Dr. Dhanya ka Joint - C - LaAC - Mo Shemeer Babu & Dy Shikabudheep N office supprend - Mr Alammed Salim TP Head accountant - No Jatar Kallada and month 2. It is resolved recommend the appointment of two guest teachers in each of the following depts.

Psychology, compaters science & economics 3. It is resolved to review the functioning of TCS. and it not sufficient to full fil requirement

- 4. Decided to allot the charge of conducting teacher feedback odd sens via google form to Dr Abbas Vatholi celeteria members will support him.
- 5. Departments are directed to submit syllabus completion Report Members Persents,

1. Lacaria T.V 2. Do Dhanya KA

A. Dr. Shihabudheen -N. W.

5. Jatar K A.

& Muneer of Quality Assurance Coll-IQAC Amal College of Advanced Studies Eranhimangad P.O., Nilambur - 679329 Alapantan Dr. Kerala, India

8. Ashavaf. M.

7. Annialh.s Andrich

Zacasia

61 00 29101/2020 ine hisa had Principals Action taken Report. Agenda 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 quest teachers in the Psychology, economics and computer science Mintes No 3 ! The sauices of Tes reviewed and direction given to the Tis team for about improvements the was some with has being Minutes NO 3: Dr Abbas Vattoli was given charge of feedback collection and be started collection of the feedback from various Stake bolders. Do Dhanya . KA C-IQAC College of Advanced Studies 1 mangad P.O., Milambut Coordinator Internnal Quality Assurance Cell-IQAC Amal College of Advanced Studies Eranhimangad P.O., Nilambur - 679329 Malappuram Dt. Kerala, India chauge D Minute No 1: Mo Bruitto 2003 gaves DEPOLING BUBR coplanding of time lu time (inc Seleta dico

62 lanc meeting held on 29/01/2021 al Principals cabin. Action taken Report Agenda 1. ARAR upbading and stantegy of implementation 2. Department wise evaluation visit prepared that buildet accepting requirement farm all dependences Minutes uno 2 : Appointed Arguest derectives and 1. In the meeting it was resolved to upload AQAR Mr Anijith & was given the charge Date of extension by MARC Fill March 2021 was noted and the same was devided to be implemented 2. LORC visit to depts is scheduled to monitor the documentation and petomance of the adepartments. deschoot adte to manhallos States bold 235 Participants. 1. Dr. Zacuria T-V Dr. Dhanya · KA 2. Dr. Shemeer Baba T 3. Malappuram Dt. Kerala, India Dr. Shihebuchun 'N 4. Acroned Salim . T.P 5. 6. Jafar. k. A. Asharaf M 7. Angils Anniath-S 8. Action takin Report D Minute No1: Mor Anujith was given the charge of timely uploading of pending ARAR inaccordance with NAAC timeline.

63 Meeting beld on 26th February 2021 (ORA) Minutes No 2: Visited all the Departments and evaluated the teaching Learning practices adopted and its documentation aplan ALTION time of activities Dr. Dhanya . KA C-10AC Coordinator Studies Contege of Advanced Studies, Imanged P.O., Mitanbur, 619929 Internal Quality Assurance Cell-IQAC College of Advanced Amal College of Advanced Studies pr. Eranhimangad P.O., Nilambur - 67932 Malappuram Dt. Kerala, India Eranh 験 LD 11 6 P.D.Y Minutes Decestrocols to visit babino 1-set LOFFIC loun x abalian action DUDDEL 60 baula Acapolitation SAG to curdue Giuities 11 0 Resolved 00 tosum 01 9 CVF Aprided 80 5 SUMPRAJU wartshap manace libuation decided

64 laAc Meeting held on 26th February 2021 at principals cabin. Minutes No 2: Visited all the Departments and evaluated the teaching paidons of bulgered 1. Dept visit services i have betrebe 2. cycle 2 Action plan Evaluation of activities of clubs & forums 3. 12 managa sta Members Present 1. Dr Zacaria TY 2. Dr. PM. Abdal saling Internnal Quarty Assurance Cell-IOAC Amai College of Advanced Studies 3. Dr. Dhanya ka renhimanged P.O., Nilambur - 679325 4. Hiba Pk Mart Malappuram Dt. Kerata, India 5. Jashira . P (Juntur 6. Anujith . s 7. Dr. Abbas Vattoli 8. Dr. Ameer Unsen 9. Bhamed Salim T.P. 10. Dr Shipebudhum . N 11. Munar Ol -20 12. Jafar. G. S. Minutes 1. Decided to visit Departments to evaluate documentation by LOAC. 2. Resolved to prepare Action plan for cycle 2 NAAR Accaectitation 3. It is also resolved to evaluate the aebivities of clubs and forums 4. It was also decided in the meeting to conduct a workshop named synergy -A realiburation decided is for

tance marching held on the 12/2011 al

Rippided Chamber

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Institutional excellence · Tentature date decided is 20.13/2021

Parto manas services abortant the years an

-Action taken Report

Mambas Puscot

Minutes No 1: LARC 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 NARC Accreditation evan prepared. Minutes No 3: The who 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 recalibuations was organised on 20 (3/2021, 2010)

It is resolved to form a CUSTUSTICE Cornes the prefamance Dr. Dhanya KA shing putinto discussion SARI-R Dr. ZACARIA T.V. Internnal Quality Assurance Cell-IQAC in that Amal College of Advanced Studies Amal College of Advanced Studies O., Nilambur - 679329 Eranhimangad P.O., Nilambur - 679329 Malappuram Dt. Kerata, India Fase. Eranhlimangad 19: action plan included in decided to

pareocured in the noch

66 10Ac meeting beld on 24 13/2021 at Principal chamber Mastitutional es cellence. Testature date decided is 20 la lagal Agenda 1. Performance enview of last there years 2. Disussion on future plan 21-22 \$ 22-23 Action taken Repost Members Present Minutes No 1: LERG technologie wished to could dypartments and ju 1. Zacan's T.Y members and gu 2. Dr. Dhanya ka Minutes No 2 : Action 194 3. Dr. Abbas Vattoli MARGE Acceptions, 4. Dr. Shihabuelheen Ph Minutes Alo 3: Th 5. SINIAK with the cooquir 6. Manur Ok - #P 1 po and more 7. Shemuer Babn . T marth 8. Anujith S 9. Janush Babu . kp m entitled senserguit Minudge Ala (i punctionas code manison and Minutes 10001

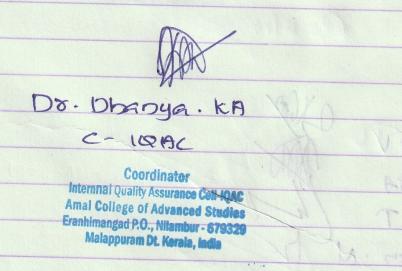
1. It is resolved to form a committee to review the performance of last 3 years of the NAFAC criterias weak points even identified and the same were put into discussion for making improvements in that area to be included in the same was decided to be included in the action plan to be prepared in the rock year. toracting hadd on 19th 19th 6521

67

Amal College of Advanced Studies Eranhimangad P.O., Nilambur - 679329

MART

It was also decided to conduct a 5 day 3. FDP on teaching aspects. The title is "Sketching the contours of Teaching" Tentative dates fixed is after the Eid. Pleansing Also future ortivities for ssessing the activities of 2020 - 21 Action Taken Report-Meetry 24-03-2021 Derivisions Ta 1. A committee was formed to evaluate the performance of last there years an various ceiteria of NAAC acceditation 2. A committee is constituted to prepare and beainstoon future plan for the academic year 2021 and 2022-23 in accordance with Steategic plan. I have a harden 3. A five day FDP was organised on stretching the contours of Teaching " on 26-30 July 2021



laAc meeting held on 17th April 2621 at seminar ball the compliance with cavid protocol If evers also decided to conduct a 5 chained by Dr RI ZACARIA Reincipal. "Skelding with costocies with Teaching " Agenda at allowing haved is added to allow the placeph 1. Planning the future activities for 2021-22. Assessing the activities of 2020 - 21 d. Action Ralan Report Decisions Taken committee was formed to reinducted the It was resolved to implement syllabus unifisation and cruestion bank (exam oriented) in the next year as part of pin to win ? 2. Decide to restaulive the activities of the clubs & forums regarding the los 3. Decided to identify pending tasks resolved to complete all the pending tasks by May 31stra paideast to ewotoos act Participants. Dr- 2alani IV 1. Dr. Dhanya - KA 2. Shemen Babn. T 3. od P.O., Nilambur - 619329 Malappuram Dt. Karala, India Dr. Shihabudheen . N Jafar k g. 5 Ahamed Salim. J.P. G. 7. Abdy Barrin PM. 8. Municy or -Ashoraf. M 9.

18BC meching of 106/2021

Action Taken Report 10 parts A Ollactrozz at 3.30 pro chamber in Minutes No :1 : Pin to win scheme was introduced feor of June 2021 and Question bank was prepared by all pepartments. Minutes No 2: LORAC bas 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 monetor the timely completion of accessibility of online dasseriated the attendents It is also resolved to codenselling issions !! itedests significate lain depathoods s the macebing resoluted to dive minimise the noise Dr. Dhanya. KAdowh Supplement the described to bas Internal Quality Assurance Cell-IQAC Amail College of Advanced Studies 120.00 Eranhimangad P.O., Nikambur - 679329 Malappuram Dt. Kerala, India HOM MEMON P. 45 Amel College of Advanced Studies SP- an Alyman - require takes Amai College of Advances Studies Eranhimangad P.O., Nilambur - 679329 rl spand humai Aricitto 33 Gridadi. Alamed helt E artast (S) MILL No. 4.Chorad

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