



Internal Quality Assurance Cell- IQAC

# Meeting Minutes & Action Taken Reports

# 2021-22

## 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 2021-22**

| <b>Meeting Date</b> | <b>Meeting Minutes</b> | <b>Action Taken Report</b> |
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IQAC meeting 01/06/2021

A meeting of IQAC is convened on 01/06/2021 at 3.30 PM. chamber in hybrid mode considering the Covid protocols

### Agenda

1. Management of classes during the lockdown
2. Counselling for students
3. Class timing for online classes
4. Other item permitted by chair.

### Decision

1. It is resolved take student's report of the accessibility of online classes to the students
  2. It is also resolved to counselling sessions to students facilitate.
  3. The meeting resolved to direct all departments to minimise the duration of live session and to supplement the classes with recorded contents and sharing of Materials
  4. The nomination Mehana P as Student Representative and Sreeraj SP as ~~Academic~~ representation now approved.
- Participants.

1. Dr. Zafar TV
2. Dr. Dhanya. KA.
3. Dr. Shihabuddeen. N
4. Shumir Babu. T
5. Anujith. S
6. Ahmed Salim T.P
7. Dr Abdul Shaksir.
8. Jafar K.
9. Muneer OK.
10. Ashtraf M.

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## Action Taken Report - Meeting 01/06/2021

1. All the departments has scheduled the online classes by taking the status report regarding the availability of Network and also identified the accessibility of to smart devices
2. Counselling Sessions we given to the students with the support of the Departments of Psychology
3. All the department offered 20 minutes live session and the remaining lectures one supplemented with e-contents and learning materials.
4. Creativity students Representation ensured to promote modelling ideas

Dr. Dhanya. KA

C - IQAC.

Coordinator

Internal Quality Assurance Cell-IQAC  
Amal College of Advanced Studies  
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Dr. ZACARIA T.V.  
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Principal  
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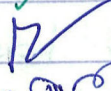




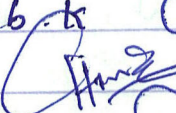








## IQAC Meeting.

A meeting of IQAC was convened by Principal his chamber on 12/08/2021 at 2.00 PM

Agenda

1. Official Handing over of charges to re constituted IQAC
2. Port folio Allocation to IQAC members
3. 'Pin To Win' - Strategies
4. Azadi ka Amavuth Mahotsav
5. AQAR 2019-20 and 2020-21
6. Future plans
7. NAAC cycle 2 Accreditation

## Members Presents

1. Dr Zaccaria TV 
2. Dr N. Shihabudheen 
3. Dr. Abdul Shakir .PM 
4. Mr. Shemuel Babu .T 
5. Mr Anujith .S 
6. Dr. Abbas Vattoli 
7. Dr. Mohd. Najeeb .t 
8. Dr. CH. Alijafar 
9. Dr. Fathima Adeela Becu 
10. Dr. Hafees U karnal 
11. Mas. Saleema 
12. Mr. Shihabudheen .C.B. 
13. Mr. Ahammed Saluun .T.P 
14. Mr. Jafar kallada 
15. Sreeraj Sp 

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Chair : Dr. Zacaria Tu Principal

Welcome : Dr. N Shihabudheen Coordinator.

### Proposal Read

1. Dr. Zacaria Tu - Principal
  - a - Portfolio Allocation to LEAC Members
2. Dr. N Shihabudheen - Coordinator
  - a - Proposal of Coordinator of RPL for expansion of RPL.

### Minutes / Resolutions

1. Principal officially declared handing over of charges to reconstituted LEAC (List attached)
2. It is resolved to allocate portfolio to each LEAC member so as to ensure decentralised governance and quality initiatives.
3. Proposal of coordinator of Research promotion Council to expand the Council was approved (List Attached)
4. Chairman's suggestion to expand digi dreams committee is approved.
5. Resolved to organize A National level Conference on Major themes of economy, Polity, culture, and Technology, Language and Literature, Health and Wellbeing as a part of Azadi Ka Amruth Mahotsav.
6. Mr. Anujith S and Dr. Abbas Vattoli are nominated as the director of the Conference.
7. It is resolved to conduct criteria wise monitoring and evaluation so as to ensure timely adjudication of NAAC second cycle accreditation activities.

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8. It is resolved to conduct Exam. oriented crash courses to escalate Academic Performance.

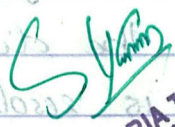
9. Dr Abbas Vattoli and Anujith Sivan will be in charge of timely uploading of AQARS

Meeting Conducted at 3.15 PM by Vote of Thanks by Dr. Abbas Vattoli, Joint Coordinator of IQAC.

### Action Taken Report.

1. Each IQAC member given Portfolio charges
2. The Research Promotion Council is expanded by including more members.
3. Amalith International Conference was organized on 15/17, Feb. 2022 on hybrid mode
4. Criteria on wise meeting was conducted on 18 Aug. 2021
5. Crash Courses were conducted before term end examinations
6. Dr. Abbas Vattoli and Anujith Sivan have given the charge of timely monitoring and uploading of AQARS.

  
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

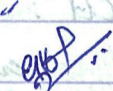
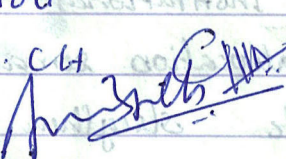

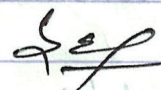


## IRAC Meeting

A meeting of IRAC was convened at Principals Cabin on 20/10/2021 at 3.00 PM

### Agenda

1. Review Reports of criteria meeting by Jt. Coordinators
2. Portfolio wise action plan presentation by member incharge
3. Bridge course and Induction programme, Skill Centre.
4. Swayam Course Design by faculty members
5. Evaluation of Crash courses
6. Other items approved by the chair

### Members Present.

1. Dr. Zacaria T.V. 
2. Dr. N. Shihabudheen. N. 
3. Shemur Baba. T. 
4. Dr. Fathima Adeela Beevi T.K.s 
5. Dr. P.M. Abdul Salim 
6. Shihabudheen. C. 
7. Dr. Muhammed Najeeb. K. 
8. Dr. Abbas Vattoli 
9. Dr. Aliyase. CH 
10. Anujith. S. 
11. Ahamed Jalim T.P. 
12. Greeng. SP 
13. Menang. P. 

### Minutes

Chair : Dr. Zacaria T.V. - Principal

Welcome : Mr. Anujith. S. - Jt. coordinator

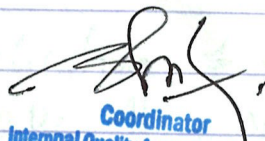
1. Report presentation : Dr. Abbas Vattoli - Jt. coordinator  
Mr. Anujith. S.

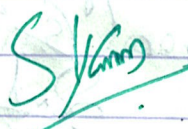
2. Portfolio incharge presented the criteria wise Action plan.
3. Resolved Conduct Induction Programme in the first week after commencing the classes.
4. Bridge course to be conducted in November 2021
5. PTA meeting of the first year students to be conducted in November 2021
6. Resolved to Hand over KEAAC works to NAAC team; as requested by Dr. Aljacob.
7. Resolved to strengthen monthly Reporting System by clubs and departments.
8. Resolved to organise SUKAYAM course development and orientation by EMMRC in the first week of October - Dr Shihabuddin N is assigned the charge of organising the programme.
9. The status of crash course was evaluated.
10. The Portfolio Allocation to Dr. Dhanya KA vice chairperson of UAC, stands re allocated as per her request; The portfolio is re allocated as
  1. Dr Adeela Beevi : Governance, Leadership & Managements
  2. Dr Aljafar CH : Alumni Engagement, Institutional Values and Institutional Social Responsibility
 All other previous allocation remains unchanged.
11. Resolved to constitute Strengthen Alumni meets

Meeting Concluded by 4:30 pm by Vote of thanks by Dr. Abbas Vattoli - Jt coordinator of UAC.

## Action Taken Report. - Meeting 20/10/2021

1. Induction Programme was conducted on 8-10 Nov 2021
2. All the departments finished Bridge Courses
3. PTA meeting was conducted by all the department and discussed the performance of the student
4. The KSAC charges was handed over to NAAC team and later KSAC preparations kept passed for a while for further clarifications for KSUEC.
5. Activity Status Report are collected from the coordinators of departments and clubs.
6. A workshop on Development of Swayam courses organised EMMRC 21/07/2022
7. Mega Alumni Meet is conducted on 02/ October 2022

  
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## IQAC Meeting

A meeting of IQAC was convened on  
2 December 2021 at 3:00 PM.

### Agenda.

1. AQAR 2020-21
2. Department visit by Principal
3. AAA
4. NAAC Accreditation Cycle 2
5. Result Analysis - First semester 2019 Admin
6. Model Exams 2020 Admission
7. Crash course for 2019 Admission.

### Members Present

1. Dr. Zaccaris T.V. [Signature]
2. Dr. Dhanya. KA [Signature]
3. Shabneel Salim. TP [Signature]
4. Anujith. S [Signature]
5. Shihabudheen. C [Signature]
6. Saleema. A [Signature]
7. Dr. Fathima Adeela Beevi. Tks [Signature]
8. Dr. Muhammed Najeem. Is [Signature]
9. Dr. PM. Abdul Sakir [Signature]
10. Greeray [Signature]
11. Phameer Arbi. [Signature]
12. Shihabudheen. N [Signature]

A meeting of IQAC was held on  
02 December 2021 at 3 PM, at IQAC Room.

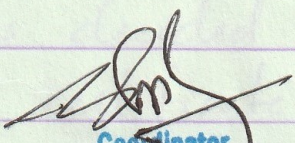
Dr. Zaccaris TV, Principal chaired the meeting  
Dr. Shihabudheen. N, Coordinator, Made the welcome  
Address.

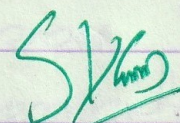
The meeting resolved the following.

1. AQAR 2020-21 to be uploaded on time Dr. Abbas Vattoli and Anujith S will be incharge of uploading AQAR.
2. It is decided to conduct department visit by principal by the end of December or immediately after reopening after Christmas
3. AAA to conducted 30/3/2022 Experts may be invited to conduct AAA
4. Result analysis was done in the meeting.
5. It is resolved to conduct model exam as crash course for 2020 Admissions and 2019 Admission respectively.
6. It is decided to conduct a workshop on POs and COs . 26 Dec 2021.

### Action Taken Report - Meeting 02 Dec 2021

1. Compilation of data for AQAR 2020-21 was monitored by Dr. Abbas Vattoli and Anujith. S
2. Principal visited the Departments to evaluate and discuss departments level teaching activities and Documentation on 22 and 23 December 2021
3. AAA is conducted by including External experts 22 March 2022.

  
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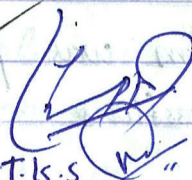










## IQAC Meeting

A meeting of IQAC was convened on 21 February 2022, at IQAC room. 3-00 PM.

### Agenda.

1. Board of studies certificate course
2. AMALIT Conference.
3. Criteria.

### Members Present

1. Zavier T.Y. 
2. Dr. Shihabuddeen N. 
3. Dr. Shemur Babu. T. 
4. Dr. Fathima Adeela Beevi T.K.S. 
5. Dr. PM Abdul Sukir. 
6. Ahamed Salim T.P. 
7. Dr. Hafees U.K. 
8. Shihabuddeen. C. 
9. Dr. Dhanya. KA 
10. Dr. Abbas Valtoli 
11. Dr. Alijfer. CH 
12. Anujith. S. 
13. Sreerag. 


The meeting resolved the following

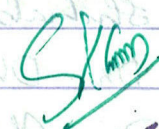
1. It is decided to reconstitute Board of Studies for certificate programmes
2. Dr. CH. Alijfer is nominated as chairman of criteria on five

3. IQAC recommended to purchase zoom platform for online education

## Action Taken Report

1. All the departments re constituted the Board of Studies for the Certificate courses offered by them.
2. Dr. CH. Aligar is taken charge as the chairman of the committee for ensuring the justify initiative related student support and progression
3. A zoom platform was purchased for hosting conferences and online sessions

  
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## IQAC Meeting

16 February 2022

A meeting of IQAC was convened online on 16 February 2022, 6 PM online

### Agenda.

1. Amalit 2022 - Theme
2. Amalit 2022 - Organizing Committee.

The meeting held online resolved the following.


1. The theme of next Amalit will be 'rural-ity, resilience and reconstruction'.  
The theme may be modified by the core team in consultation with IQAC
2. The meeting resolved to nominate Ms. Sini. K as coordinator and Mr. Anes. KA as the joint coordinator of the programme.
3. The meeting authorized the coordinators and joint coordinators to form a core giving and sub-committees for the smooth functioning of the conference.
4. The meeting resolved to organize the certificate on second week of January 2022.


### Members joined online

- |                        |                        |
|------------------------|------------------------|
| 1. Dr. Zaccaria TV     | 6. Dr. Shihabudheen C  |
| 2. Dr. Shihabudheen. M | 7. Dr. P.M Abdul Sakir |
| 3. Dr. Shemser Baby T  | 8. Dr. Dhanya KA       |
| 4. Dr. Abbas Vattoli   | 9. Dr. Firdousia PC    |
|                        | 10. Mr. Anilith S      |

## Action Taken Report

1. Ms. Simik taken charges the coordinator of Amalit 2023
2. After the special Meeting of the core committee for Amalit- 2023, the theme of AMALIT is finalized as towards zero for a Sustainable Tomorrow.
3. A core group is constituted for organizing Amal 2023 International conference.
4. Amal International conference organized on 23 - 25, January 2023.

  
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## IQAC special Meeting

A meeting of organizing committee of International delegates meet was convened at principal cabin on 08/13/2022.

### Agenda

1. International delegations meet

### Participants


1. Dr. ZACARIA TY
2. Dr. PM. Abdul Sakir
3. Dr. Shihabudheen. N
4. Dr. SHAMEEMA. T
5. Shihabudheen. C
6. Saemam Muhammed
7. Suhana Mehar. M
8. Aysa Shahang. K
9. Dr. Dhanya. KA
10. Sreeraj
11. Mehana P


The meeting resolved the following.

1. The meeting resolved to conduct the programme as International Cultural Melange
2. The meeting nominated Dr. Dhanya. KA as coordinator and Ms. Shihabudheen. C as programme coordinator
3. The meeting resolved to authorize the Committee to form various sub committee for the smooth functioning

## Action Taken Report

1. The International Cultural Meluge was organized on 10 March 2022 under IQAC Dr. Dhanya KA. and Shihabudheen C. The coordinator of IQAC Dr. Shihabudheen N will be the convenor.
2. A core committee was constituted for the smooth functioning of the programme.

  
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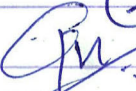


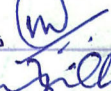
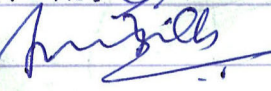



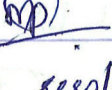
## LCAC Meeting

A meeting of LCAC was convened on 30/03/2022 at principals Cabin at 3.00 PM.

### Agenda

1. Evaluation the Activities of 2021-22 Academic year.
2. Proposals and quality initiatives for the 2022-23 Academic year.

### Members Present.


1. Dr. Zacaria TV 
2. Dr. Shikhabdeen N. 
3. Dr. Shemur Babu P 
4. Dr. Hafees VK 
5. Ahmed Salim TP 
6. Dr. PM Abdul Sakir 
7. Dr. Fathima Adeela Beevi Tics 
8. Anujith S 
9. Dhanya K.A 
10. Dr. Alijafar CH 
11. George P 
12. Melvyn P 

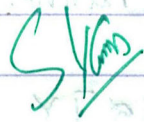
The meeting resolved the following :

1. The departments are directed to submit the status report of activities according to the action plan for the academic year 2021-22
2. All the Departments and club coordinators are directed to submit action plans and teaching plan for the next academic year by 23 May 2022

## Action Taken Report

1. The IQAC has given guidelines and formats to the departments and clubs to Submit the status report of activities according to action plan.
2. All the departments are given direction to prepare action plan ends and Teaching plan and they have Submitted the on 23 May 2022.

  
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