



AMAL COLLEGE  
OF ADVANCED STUDIES

Internal Quality Assurance Cell- IQAC

# Meeting Minutes & Action Taken Reports

# 2022-23

## 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  
2022-23**

<b>Meeting Date</b>	<b>Meeting Minutes</b>	<b>Action Taken Report</b>
2022, Jun 1	Go to Page No. 3	Go to Page No. 4
2022, Aug 12	Go to Page No. 6	Go to Page No. 7
2022, Nov 18	Go to Page No. 8	Go to Page No. 9
2023, Jan 20	Go to Page No. 11	Go to Page No. 12
2023, Mar 27	Go to Page No. 14	Go to Page No. 15
2023, May 15	Go to Page No. 16	Go to Page No. 17










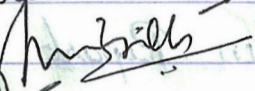




## IQAC Meeting

A meeting of IQAC was convened on 01 June 2022, at principal cabin at 4.10 PM.

### Agenda

1. Induction Programme
2. Faculty Mentoring
3. Workshop on Design Thinking - collaborative programmes
4. Workshop on Entrepreneurship Development
5. Amalit 2023.
6. Filling of vacant Positions in IQAC
7. Examination; Academics, Syllabus evaluation and Returns
8. Summer Internships.

### Member Present

1. Dr. Zaccaria T.V. 
2. Dr. Shihabudheen N. 
3. Dr. Shemur Babu T. 
4. Dr. Hafes U.K. 
5. Ahmed Salim T.P. 
6. Dr. P.M. Abdal Shaker 
7. Dr. Falhima Adeela Beevi T.K.S. 
8. Anujith S. 
9. Dhanya K.A. 
10. Dr. Alijafar. C.G. 
11. Sreeraj S.P. 
12. Mehina P. 

The meeting resolved the following:

1. To organise Induction meeting the second week of October. Ms. Tanusha Babu is nominated as co-ordinator.




2. Resolved to implement faculty Mentoring.
3. Decided to organize a workshop on Design Think in the Month of June 2022.
4. The meeting Resolved to make it mandatory every Department organize workshop on Entrepreneurships.
5. Analit 2023, to be organized offline in the Month of January 2023.  
Every Department should bring good participations as an outcome of the seminar.
6. The meeting resolved to nominate Dr. Firdousia PC and Mr. Shakeel Jaman as the members of IQAC.
7. The meeting resolved to thoroughly evaluate monitor, the academic performance, syllabus and examination and to recommend competent authorities regarding action to be taken and suggestive measures.
8. IQAC has resolved to introduce summer Internship as a quality initiative and mandatory as a part of our curriculum and atleast 75% percent of teaching department should mandatory implement this academic year.


### Action Taken Report

1. An Induction programme for newly enrolled teachers was conducted on 11-14 october 2022
2. All the Departments are directed to initiative faculty mentoring as a Pilot basis and to identify one academic and one industry mentor to the department.



3. A workshop on Design Thinking was organized on 20<sup>th</sup> June 2022 as a part of 20-24, June 2022.
4. All the Departments are directed to organized at least one Domain base workshop on Entrepreneurship.
5. Amalit 2023 International Conference was organized offline from 23-25, Jan 2023. and each departments published books based on the conference presentations.
6. An Evaluation meeting regarding academic performance, and syllabus was organized by IQAC on 14 / June 2022.
7. IQAC has directed the departments to implement Summer Internship as a part of curriculum the Departments sent the students for internships.

  
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 Malappuram Dt. Kerala, India

  
 DR. ZACARIA T.V.  
 PEN: 470319  
 Principal  
 Amal College of Advanced Studies  
 Eranimangad P.O., Nilambur - 679329



## IQAC Meeting.

A meeting of IQAC was convened on 12 August 2022, at Principals chamber at 11.45 PM.

Mr Vinesh kumar, Area Manager, Cambridge University press was also invited.

### Agenda.

1. Expert meets - quality initiatives
2. Generic skills

### Members Present.

1. Dr. Zacaria T.V
2. Dr. Shihabudheen. N
3. Dr. PM. Abdul Saliiv.
4. Shihabudheen - C
5. Dr. ALI JAFAR - Lt
6. Dr. Fathima Adela Beevi T.k.r
7. Shuhreen
8. Greeraj SP
9. Mehana P

The meeting resolved the following


1. To introduce more outcome based quality initiatives
2. Communication Skill strengthening programme to be strengthened.
3. To upgrade college as centre of collaborations for communicative English programme.



## Action Taken Report

- 1- Teachers Communique was organized quarterly to discuss the various issues faced by teachers and to brainstorm how each teacher resolved the same.
- 2- Special Programmes were organised as a part Cambridge Skill Courses to strengthen Communication Skills among Students
- 3- The College has initiated collaborations with reputed institutions and the greater institutions and also exportize of the College is shared through collaborations

  
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
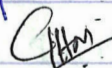


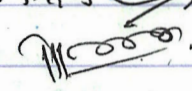
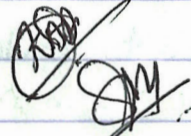
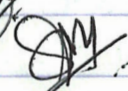
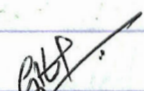



## IQAC Meeting.

A meeting of IQAC was convened on 18 November 2022, at principals chamber at 3.45 PM.

### Agenda.

1. FDP on OBE Implementation
2. Collaboration of IIT, University of Calicut in FDPs.
3. NIRF-Participation.
4. Cycle II accreditation
5. Annalit 2023
6. Other items permitted by the chair.

### Members Present.

1. Dr. Zaccaria TV 
2. Dr. Shifubudheer N 
3. Dr. ALI JAFAR . CH 
4. Shifubudheer . C S 
5. Dr. Fathima Adeela Beevi . T. S. S 
- ✓ 6. Dr. PM. Abdal Sakir. 
7. Dr. Dhanya . KA 
8. SINI . K 
9. Dr. Abbas Vattoli 
10. Dr. Fiedousiya . PC. 
11. Mehana P 
12. Shemser Behnis 



The meeting resolved the following.

1. To organize FDP as a short term course in Collaboration with Teaching Learning Centre, MoE, University of Calicut.
2. Dr. Shikhandhuan, NIRE, coordinator presented the progress report of NIRE.
4. The meeting recommended to reschedule the class timing on the days FDP.
5. The meeting resolved to prepare for second cycle accreditation and direct. All departments for programme wise accreditation to.
6. The meeting resolved to make AMALIT 2023 special event of each department.
7. The meeting resolved to consent the special initiatives, cross teachings to include more students and train them through ToT.

### Action Taken Report

1. One week Short Term Course FDP was organized by MOE in Collaboration with Teaching Learning Centre, University of Calicut from 25-11-2022 to 01-12-2022



2. Necessary arrangements and Schedule was prepared under IQAC in continuation to the Report presented by the teacher in charge NIRF
3. The class timing are rescheduled and offered in hybrid mode to ensure the Pop programme will not affect the classes
4. An internal peer accreditation system was initiated by IQAC to internalize the the NAAC guidelines and Quality Manual to practice beyond accreditation and to strengthen the departments accordingly as suggested by the UGC and NAAC
5. AMALIT 2023, was planned in hybrid mode a) Centralized General theme Conference b) domain specific Depart level / Domain Level Conference
6. The Cross teaching - a Quality initiative of IQAC expanded and ToT was organized undertakings to develop more student teachers and facilitate Peer Learning.



## IQAC Meetings with external Members.



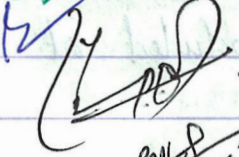


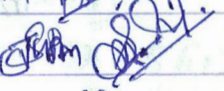
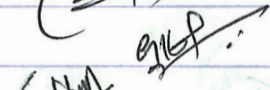

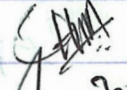

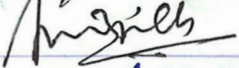

A meeting of IQAC was convened on 20 January 2023 at IQAC, at 3.30 PM.

External members of IQAC were also invited.

### Agenda.

1. Amaliti 2023.
2. Amaliti 2024
3. Other items permitted by chair
4. NEP RDP of (IAAC)

### Members Present.

- |                         |   |                      |   |
|-------------------------|---|----------------------|---|
| 1. Dr. Zacaria TV       |    | 8. Dr. Anwar Shafi C |    |
| 2. Dr. Shihabuddeen - N |   | 9. HARIS M           |   |
| 3. Dr. Shemar Babu - T  |   | 10. Shakeel          |   |
| 4. Dr. Abbas Vattoli.   |  | 11. Asraf M.         |  |
| 5. Dr. Alijatas - CH    |  | 12. Mehara P         |  |
| 6. Anujith - S          |  |                      |   |
| 7. Ahmed Salam - TP     |  |                      |   |

1. The meeting resolved to focus on finishing works for the conduct of AMALIT 2023 on 23-25 January 2023.
2. Ms. Sini the Coordinator of AMALIP 2023 elaborated the arrangements and programme schedule.
3. The meeting discussed on the date of next AMALIT and nominated Dr. Umesh V and Sharmama as the coordinators of Amaliti 2024 to be held in 2024.



- ★ The meeting resolved to find General theme for the next AMALIT by taking opinions from All the staff, students and experts.
  - 5) The meeting appreciated the contribution of Amalit coordinator, the IQAC and NMAC coordinate in making AMALIT 2023 happened more elaboratively and more scientifically.
  - 6) The chair appreciated in organizing the AMALIT 2023 in collaboration with various National and International organisations and Institutions
  - 7) It is decided to give incentives to pursue NEP workshop by TANNY
- The meeting concluded at 4.30 PM.

### Action Taken Report

1. Necessary arrangements and meetings of various Subcommittees for AMALIT 2023 were convened. The Status of preparations from delegate, meals, Registration to the Valedictory Session were discussed in details.
2. The programme schedule and arrangements displayed in the Campus and in the various online platform created for the purpose of the Conference
3. The AMALIT 2024 team taken charge and they are directed to plan the Conference in consultation with the IQAC.
- 4- The AMALIT 2024 leads has shared call for themes - among all the students and staffs



5. A special appreciation Meeting was organized under ICAAC. The entire organizing team including students, staff and parents. The leading teams were honored with appreciation letters by the honourable Portman P.V Abdul Khabib MP.

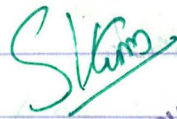
He also handed over a special Memento to the coordinator of AMALI 2023 for making AMALI - A brand for AMAL for Scholastic

1. Get together.

6. All the staff who have completed PDP on NEP is give incentives as per the incentive Policy to promote awareness on NEP. ~~the~~ Teachers Participates in NEP PDP by 16 Nov from 1-28 Feb 23



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## LCAC Meeting.




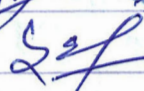





A meeting of LCAC was held on 27 March 2023 at LCAC at 3.30 PM.

Chair: Dr. Zacaria T.V., Principal  
 Welcome: Dr. Shihabudheen N., Coordinator.

### Agenda.

1. Syll. Preparation for examinations.
2. Evaluation of activities of the academic year 2022-23.
3. Other items permitted by the chairs.

### Members Present.

1. Dr. Zacaria T.V. 
2. Dr. Shihabudheen N. 
3. Dr. Shomur Babu T. 
4. Ahmed Salim T.P. 
5. Abdul Sukir PM 
6. Aliyafar CH 
7. Fatima Adela Bevi 
8. Asbaaf M. 
9. Abbas Utholiq 


### Major Decisions.

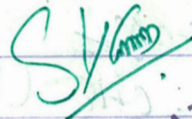
1. The meeting resolved to conduct crash programmes for preparing students for examinations.
2. The meeting resolved to take the status report of the activities of the academic year 2023.
3. With the permission of Chair the meeting resolved to start to bring out more publications from each departments.



## Action Taken Report

1. All the departments organised exam oriented crash courses focusing Slow learners to meet the shortcomings of Low attendance in Remedial coaching.
2. A meeting of All faculty members are convened on 15 May 2:PM and the status of the activities of Last Academic year was analyzed and evaluated with action plan and proposals.
3. All the departments are directed to Publish at least one Book with ISBN to cultivate the culture of Knowledge sharing and Production.

  
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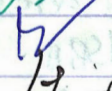
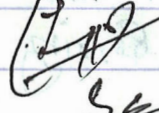





## IQAC Meeting.

A meeting of IQAC was convened on 15 May 2023 at 10 am at IQAC.

## Agenda.

1. Preparation of proposals and action plan.
2. Preparation of Teaching plan.
3. Discussion on activities for next academic year.

## Members Present.

1. Dr. Zaccaria TV 
2. Dr. Shihabudheen M 
3. Dr. Shemar Babu T 
4. Ahmed Salim TP. 
5. Dr. Abbas Vattoli
6. Shihabudheen C 
7. Dr. Ali Jafar. CH. 
8. Mehana 
9. Ashraf M. 


The meeting resolved the following.

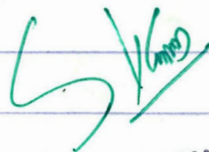
1. To direct all the departments to submit the proposals related both curricular and co-curricular activities by 29 May 2023.
2. All directors and give guidance for the preparation of teaching plan for the academic year 2023-24.



## Actions Taken Report

- 1) All the Heads of the departments and the Coordinator of various clubs and forums submitted proposals of Academic and Co-curricular Activities. These proposals are combined together and shared among all faculty members to plan the various activities accordingly.
2. All the heads of the departments submitted the teaching plans and finalised the same in accordance with guidelines issued by the ICAC regarding the inductive methods to be adopted.

  
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