

Minutes of the IQAC Meeting (2016-17)  
ANSAR ARABIC COLLEGE VALAVANNUR  
Held on 02-06-2016 at Principal's Chamber.  
Chairman: Prof. Moossa Poolakanny (Principal)

**Members participated in the meeting.**

- 1) Prof. Moossa Poolakanny
- 2) Dr. C.M Shanavas
- 3) Dr. Abdul Majeed A.I
- 4) Abdurabb .M
- 5) Ibrahim Thorakkal
- 6) Dr.C Mohammedrafi
- 7) Afsal Abdul Khader M

**Agenda**

- 1) Academic Year Plan
- 2) Internal Academic Audit (2015-16)
- 3) UG Admission
- 4) Preparation of Academic Calendar
- 5) Formation of various committees and convenors for 2016-17
- 6) Orientation programme
- 7) IT Skill enhancement
- 8) Management Scholarship
- 9) Certificate Programmes
- 10) Feedback Committee

**Decisions**

- 1) Approved the decisions of the last meeting.
- 2) It is decided to conduct an internal academic audit of the year 2015-16.
- 3) Decision has been taken for the UG Admission process.

- 4) Decided to prepare Academic Calendar by consultation with the conveners of different sub-committees and submit the draft copy to the Teacher in charge.
- 5) Decided to form new committees and conveners, and all other committee members will remain same for the year 2016-17.
- 6) It is decided to conduct an orientation for the Adhoc faculty.
- 7) Decided to organize an orientation programme for IT Skill enhancement in collaboration with Kerala IT Mission.
- 8) Decided to conduct management scholarship.
- 9) Decided to start Certificate Programmes.
- 10) Composed a Feedback Committee. The members are Moossa Poolakanny, Abdurabb M, Dr. C.M Shanavas, Ibrahim Thorakkal, Afsal Abdulkhader M.



  
PRINCIPAL,  
ANSAR ARABIC COLLEGE  
VALAVANNUR

Minutes of the IQAC Meeting (2016-17)  
ANSAR ARABIC COLLEGE VALAVANNUR  
Held on 05-09-2016 at IQAC Room  
Chairman: Prof. Moossa Poolakanny (Principal)

**Members participated in the meeting.**

- 1) Prof. Moossa Poolakanny
- 2) Dr. C.M Shanavas
- 3) Dr. Abdul Majeed A.I
- 4) Abdurabb .M
- 5) Ibrahim Thorakkal
- 6) Dr.C Mohammedrafi
- 7) Afsal Abdul Khader M

**Agenda**

- 1) Reading and review of the minutes of the previous meeting
- 2) Internal examination
- 3) Social awareness class
- 4) Guest Lecture Programmes and Extension Activities
- 5) Faculty Development Programme
- 6) Waste Management Orientation

**Decisions**

- 1) Approved the minutes of the last meeting.
- 2) Decided to conduct first Internal Examination for UG and PG students.
- 3) It has been decided to conduct a social awareness class.
- 4) Decided to organize orientation programme for guest lectures and also decided to conduct academic extension activities.
- 5) Decided to conduct a support for teachers for participating Faculty Development Programme.
- 6) Decided to conduct an orientation programme for Waste Management.



  
PRINCIPAL,  
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VALAVANNUR

Minutes of the IQAC Meeting (2016-17)

Held on 02-12-2016 at Principal Room

Chairman: Prof. Moossa Poolakanny (Principal)

**Members participated in the meeting.**

- 1) Prof. Moossa Poolakanny
- 2) Dr. C.M Shanavas
- 3) Dr. Abdul Majeed A.I
- 4) Abdurabb .M
- 5) Ibrahim Thorakkal
- 6) Dr.C Mohammedrafi
- 7) Afsal Abdul Khader M

**Agenda**

- 1) Reading and review of the minutes of the previous meeting
- 2) Publication of class magazines
- 3) Purchase of Laptops and computers
- 4) Proposal for Research Centre
- 5) Students Election
- 6) UGC fund
- 7) Campus beautification
- 8) Arabic day celebration

**Decisions**

- 1) The meeting reviewed and approved the minutes of the last meeting.
- 2) Decided to publish class magazines. The class advisers are given the charge of guidance.
- 3) It has been decided to purchase new laptops and computers for teachers and other users.

- 4) Decided to apply for Research Centre.
- 5) It has been decided to conduct students' election in presidential system.
- 6) Decision has been taken for utilizing UGC fund for the purchase of infrastructures.
- 7) It has been decided to receive contributions from college Alumni and decided to beautify the campus and surroundings.
- 8) Decided to organize Arabic Day Celebrations on International Arabic Day.



  
PRINCIPAL,  
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VALAVANNUR

Minutes of the IQAC Meeting (2016-17)

Held on 15-01-2017 at IQAC ROOM

Chairman: Prof. Moossa Poolakanny (Principal)

**Members participated in the meeting.**

- 1) Prof. Moossa Poolakanny
- 2) Dr. C.M Shanavas
- 3) Dr. Abdul Majeed A.I
- 4) Abdurabb .M
- 5) Ibrahim Thorakkal
- 6) Dr.C Mohammedrafi
- 7) Afsal Abdul Khader M

**Agenda**

- 1) Reading and Review of the previous meeting
- 2) Campus Discipline
- 3) Second internal examination
- 4) PTA Meeting
- 5) Mobile free Campus
- 6) Arts and sports
- 7) Remedial Teaching
- 8) A Discussion on NAAC
- 9) University Examination
- 10) Annual Evaluation

**Decisions**

- 1) Decisions taken in the previous meeting were taken approved.
- 2) Decision taken for implementing strict procedures for maintaining campus discipline.

- 3) Decided to conduct second Internal Examination for the entire students.
- 4) It has been decided to conduct a PTA meeting after the evaluation of answer scripts.
- 5) Decided to take strict actions for mobile free campus restrict the students' mobile phone usage in the campus.
- 6) Decided to conduct college Arts and sports and also decided to form different committees by including college union members
- 7) Decided to provide Remedial Teaching for slow learners.
- 8) Decided to begin preparations for NAAC documentation.
- 9) Decided to conduct department meeting for the University examination.
- 10) Chair decided to evaluate the annual academic and non-academic programmes.



  
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VALAVANNUR

Minutes of the IQAC Meeting (2016-17)

ANSAR ARABIC COLLEGE VALAVANNUR

Held on 03/03/2017, Friday at 3.00 pm at Principal's chamber.

Chairman: Prof. Moossa Poolakanny (Principal)

**Agenda of the meeting**

**1. Analysis of Feedback**

**Members Participated in the meeting**

- 1) Prof Moossa Poolakanny
- 2) Prof C. Ashraf.
- 3) Abdurabb M.
- 4) Dr. Abdul Majeed A.I.
- 5) Dr. C.M. Shanavas.
- 6) Dr. C. Mohammedrafi.
- 7) Prof. Ibrahim Thorakkal.
- 8) Afsal Abdul Khader M

**Decisions**

1. Feedback from various stake holders analyzed. Most of the students are satisfied with the present curriculum and the drawbacks evident from the feedback shall be brought to the attention of University in befitting platforms.



  
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