

Ansar Arabic College Valavanur

Internal Quality Assurance Cell

Meeting Minutes


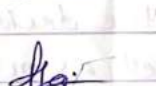
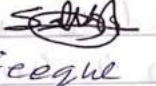
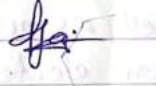
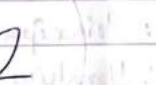


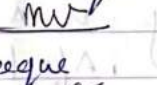
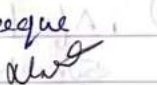
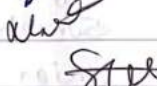
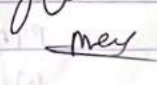
## Minutes of the IQAC meeting held on 1 June 2020

The first meeting of IQAC was held on 01/06/20 at Principal's chamber at 2pm for the academic year 2020-21

### Agenda

- Discussion on Academic calendar preparation.
- Distribution of Teacher's diary and Department diary
- Curriculum design for Certificate Courses.
- class Tutorial time shift as per Govt. order.
- Discussion on Online classes.
- class Tutorship etc
- Approval of the last meeting minutes.
- Reconstitution of Grievance Redressal cell.
- Constitution of Research Promotion Council.
- Formation of strategic plan.

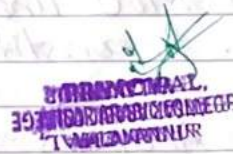
### Attendees of the meeting

1. Abdurabb. M 
2. Ashraf. C 
3. Ibrahim Thorakkal 
4. Dr AI Abdul Majeed 
5. Parayil Ashmat 
6. Salah shan 
7. Muhammed Rafeeqe 
8. Abdu Razak. kalady 
9. shibla Nageeris 
10. Miscal Abdul Kader 
11. Abdulathief 
13. Mohammed Rafeeqe 
14. Naseba Azeez 
15. Dr. CM Shanavas 
16. Dr. Mohamedrab: C 

### Decisions

1. The meeting approved the recommendations of the previous meeting.
2. The Committee decided to conduct the needful for the preparation of Academic Calendar.
3. For this, the duty is assigned to Dr. Shanavas. CM.
3. The committee decided to provide different certificate courses for UG students.
4. The head of the departments are assigned duties for the preparation of curriculum design.
5. The committee decided to manage the class tutorial time from 8.30 am to 1.30 pm as per the Govt. order.
6. Due to the Covid Pandemic the committee decided to conduct classes through online mode, various LMS like Google class room, Google meet, Zoom, were to be followed as per the convenience of the students.
7. class Tutorship charges were given as per the following.
  - BA I - Abdurrabb. M
  - BA II - Dr. AI Abdul Majeed
  - B.Com I - Mohammed Firoz
  - B.Com II - shibla Nargees.
  - MA I - Dr. Shanavas - CM
7. The committee decided to reconstitute the Grievance Redressal cell as per the Govt. order. The following members were elected.
  - chairman : Principal
  - Convener : Ibrahim. T
  - members of the Body : Dr. AI. Abdul Majeed  
 , Afsal Abdul Khader (HOD, Commerce)  
 Suhrahi. P (WDC. Coordinator)  
 Union chairman, VPce chairman,  
 PTA vice president  
 Ward member  
 Dr. Mohammed Rafi. C

8. Committee decided to pursue NADWA, the college best practice on every wednesday.
9. Department Heads are assigned to distribute teacher's diary
10. The committee decided to reconstitute the Research promotion Council. The following members were elected for the Council  
Prof. C. Ashraf (Principal, as the chairman)  
Dr. A.S. Abdul Majeed : Coordinator  
Dr. Mohammed Razi. C : member  
Dr. C. Mohammed Shanavas : member  
Abdurabb. M : member



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Minutes of the IQAC held on 09/07/2020, Sunday  
through Google meet at 7 pm.

Agenda :

1. Approval of the minutes of the previous meeting.
2. Conducting International Faculty Development Program
3. Feedback analysis
4. Conducting webinar on MOOC
5. Conducting E workshop
6. MoU under paramarsh Scheme.
7. Reconstitution of IPR cell.

Attendees of the meeting.

- 1) AbduRabb - M
- 2) Muhammed Rafeeqe.
- 3) Ashraf - C
- 4) Dr Ai Abdul Majeed
- 5) Ppsal Abdul khader
- 6) Ibrahim Thorakkal
- 7) Abdul Latheef - MR
- 8) Naseeb Azeez
- 9) Dr Rajesh
- 10) shibla Naages .K

### Decisions:

1. The Committee approved the recommendations of the previous meeting.
2. The Committee decided to conduct an International Faculty Development Programs on 22 and 23<sup>rd</sup> July 2020. Dr Al AbdulMajeed is assigned the duty for the coordination of the program.
3. As per the feedback analysis of the academic year 2019-20, the committee forwarded the recommendations to the concerned authorities to take necessary actions.
4. The Committee decided to conduct a webinar on Massive online open course. Dr Al AbdulMajeed is assigned to organize the program.
5. The Committee decided to conduct Eworkshop on Research in Language and Literature on 10<sup>th</sup> August 2020. Mr Ibrahim T Department of Arabic is assigned the duty to organize the workshop.
6. The Committee decided to accept the request MES KVM College, as a mentee College under the UGC Paramash Scheme.
7. The Committee decided to reconstitute the IPR Cell and the following members were elected for the same:

Ashraf. C ; (Principal) as chairman  
 Dr Al AbdulMajeed : coordinator  
 Abdu Prabb. M : IQAC coordinator  
 Dr Muhammed Rafi. C : Member  
 Dr CM Shanavas. : Member.



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Minutes of the IQAC Meeting held on 11/11/20,  
Wednesday at IQAC Room at 3 pm.

Agenda:

- 1) Approval of the minutes of last meeting
- 2) Conduct SAPT
- 3) Conduct Lingua Franca.
- 4) Mentor Mentee system.
- 5) Conduct Fresher's training program for new  
quest teachers.
6. Conduct Internal Examination

Attendees of the meeting:

- 1) Abdu Rabb - M MB
- 2) Ashrat - C MB
- 3) Ibrahim Thorakkal MB
- 4) Dr Al AbdulMajeed MB
- 5) Dr Muhammed Abd. CP Abd
- 6) Abdu Razak Kalady MB
- 7) Abdul Latheef. M MB
- 8) Apsal Abdul Khader MB
- 9) Nuseeba Azeez Nuseeba
- 10) Salah shan Salah
11. Shiba Nagees K Shiba
12. Mohamed Rafeeq P MB

Decisions:

1. The meeting approved the minutes of last meeting.
2. Committee decided to conduct Students' Aptitude and performance Test (SAPT) for the Bigness. For that Dr Al Abdul Majeed who as assigned the Charge. The Committee also decided to complete the evaluation of SAPT with in one week.
3. Decided to conduct 'Lingua franca' the a Vocabulary enrichment program to improve Communicative Arabic skills.
4. Assigned Dr Muhammed Rafiq to coordinate mentor mentee system.
5. Committee decided to conduct a training program for the newly joined Guest teachers.
6. Committee decided to conduct first internal examination for the second and final year students. Head of the Department are given Charge of the coordination of the examination.



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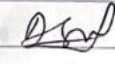
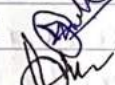
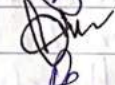

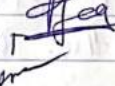


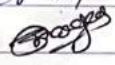


Minutes of the IQAC Meeting held on 14 January  
2021 of Principal's Chamber.

Agenda:

- 1 - Approval of the minutes of the last meeting
- 2 - Conduct Easy English Program.
- 3 - ED Club Activities.
- 4 - First Internal Examination for the even Sem.
- 5 - Cyber awareness program.
- 6 - Collection of feedbacks from students and teachers.
- 7 - Application to Research Scholars.

Attendees of the meeting:

- 1) Dr. B. Abdul Majeed 
- 2) Ashraf . c 
- 3) Abdul Rabb - M 
- 4) Ashraf Parayil 
- 5) Ibrahim Thorakkal 
- 6) Dr. Rajesh 
- 7) Muhammed Rafeeq 
- 8) Abdul Lateef . M 
- 9) Naseeba Azeed 
- 10) Afsal Abdul Khader - M 
- 11) Shiba Nages . u 

Decisions:

1. Committee approved the minutes of the last meeting.
2. The committee decided to conduct Easy English program for the O<sub>6</sub> students and Mrs. Fathimath Sahra, was given the charge of the program.
3. The committee decided to conduct ED Club activities and Mr. Afsal Abdul Khader was given the coordinating charge.

4. Committee decided to conduct First Internal Examinations for the even semesters. Mr Ibrahim-T is assigned as the coordinator.
5. IQAC decided to conduct a Cyber Awareness Program, and Mrs Suhrabi-P is assigned to organize the program.
6. The committee decided to collect feedbacks from the teachers and students.
7. The committee appreciated Dr Muhammed Rabi-C and Dr Al Abdul Majeed for publishing books and Mr Abdul Khader, Mr Shukla Nagees, Ms Fathima for presenting papers in National / International seminars / webinars.



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Minutes of the ICAC meeting held on 24 April 2022  
at ICAC Room

Agenda:

- 1) Approval of the minutes of the last meeting
- 2) Submission of IGA
- 3) Distribution of criteria wise documentation duties
- 4) Submission of the final draft of SR

Participants of the meeting

- 1) Afsal Abdul Khader
- 2) Dr. Muhammed Abid - UP
- 3) Abdul Razak Kadooly
- 4) Muhammed Raheem - P
- 5) Abdul Lathief
- 6) Ibrahim Thorakkal
- 7) Ashrat Parayil
- 8) Ashraf - C
- 9) Dr. Rajesh
11. Shiba Nagesh

Decisions

- 1) The meeting read and approved the minutes of the last meeting.
- 2) The ICAC decided to submit the IGA for NAAC on 19.05.2022. The committee also decided to conduct an evaluation on the present status of criteria wise documentation.
- 3) The committee decided to assign the criteria wise documentation duties to the following faculty members.
  - 1) Criteria I - Dr. CM Shanavas
  - 2) Criteria II - Dr. Abdul Mojib AL
  - 3) Criteria III - Prof. Ibrahim
  - 4) Criteria IV - Mr. Raheem
  - 5) Criteria V - Dr. Mohammed Rafiq
  - 6) Criteria VI - Mr. Afsal Abdul Khader
  - 7) Criteria VII - Mrs. Subirabi - P

4) The committee decided to prepare the final draft of the SSR on the first week of May.



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