

Internal Quality Assurance Cell

ANSAR ARABIC COLLEGE VALAVANNUR

Minutes of the IQAC Planning Meeting held on 01/05/23, Friday
at Principal's chamber at 3.30 pm.

Agenda of the meeting:

1. Approval of the previous meeting
2. Action plan and timeline of programs
3. College uniform and discipline
4. Internal examination of even semester (4 and 2)
5. Mentor-mentee system
6. Physical education trainer

Attendees of the meeting

1. Dr AI Abdul majeed
2. Abdurab M
3. Fouzan Ahammed M
4. Ashraf Parayil
5. Ibrahim Thorakkal
6. Muhammed Rafeeque
7. Sidheek K
8. Afsal Abdul Khader
9. Sanha Sarbin
10. Dr Muhammed Abid UP
11. Shibla Nargees K

Decisions

1. The committee read and approved the recommendations of the previous meeting agenda.
2. Establish realistic start and end dates for each program and action steps of overall activities
3. The IQAC meeting decided to document management system on the files and documents of office
4. The committee decided to prepare notice regarding the college uniform and college discipline to manage student behaviour and practices used to encourage self discipline.




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5. The IQAC decided to conduct the internal examination for even semesters Dr. C.M Shanavas is elected as the controller of Internal Examinations.
6. The committee decided to evaluate the reports of mentor mentee list. The committee also decided to renew the mentor-mentee list.
7. The committee decided to prepare a proposal for a temporary Physical education trainer to the management committee.




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Minutes of the IQAC Meeting held on 01/06/23, Thursday at
IQAC Room at 12.00 pm.

Agenda of the meeting:

1. Co- Curricular activities and student engagement
2. Review of last academic year
3. Digiflora
4. Orientation
5. Sahithya Kalari

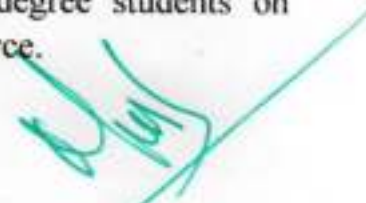
Attendees of the meeting

1. Dr AI Abdul majeed
2. Abdurab M
3. Fouzan Ahammed M
4. Ashraf Parayil
5. Ibrahim Thorakkal
6. Muhammed Rafeeque
7. Sidheek K
8. Afsal Abdul Khader
9. Sanha Sarbin
10. Shibla Nargees K

Decisions

1. Assign to set planning the Co- Curricular activities to strengthen the students
2. Meeting discussed the merit and demerit of last academic year feedback on students
3. Decided to conduct digital literacy programme for degree students on 08/06/2023 in collaboration with Department of Commerce.




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4. Decided to conduct an orientation programme for BA fifth semester on 07/06/2023
5. Decided to conduct Sahithya Kalari on 26/06/23




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Minutes of the IQAC Meeting held on 02/07/23, Tuesday at IQAC
Room at 02.30 pm.

Agenda of the meeting:

1. Approval of the previous minutes.
2. Celebration of National Reading Day.
3. Best Practices NADWA and Santhwanam Rehabilitation
4. Induction Program for first year UG students.
5. Campus Beautification
6. International Seminar
7. Thesis Writing

Attendees of the meeting

1. Dr AI Abdul Majeed
2. Abdurabb M
1. Ibrahim Thorakkal
2. Shibla Nargees K
3. Afsal Abdul Khader M
4. Sidheek K
5. Sanha Serbin
6. Naseeba Azeez
7. Muhammed Rafeeque
8. Dr Rajesh
9. Dr Anwar Ameen Chelat
10. Mohammed Rafeeque
11. Abdul Latheef MT
12. Parayil Ashraf

Decisions

1. The committee read and approved the agenda of the previous meeting.
2. It is decided to celebrate the National Reading Day to promote Reading habits among students. The Head of Departments are assigned to conduct various programmes on that day




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3. It is decided to conduct NADWA very strictly in a systematic way IQAC decided to extend its wholehearted service to the ' Santhwanam Rehabilitation' , which is run by the management committee for the traumatic persons.
4. The IQAC decided to conduct Induction Programme for the first year UG students. The Head of the Departments are assigned to organize the programme.
5. IQAC decided to conduct campaign of campus beautification with the collaboration Bhumitrasena.
6. Decided to conduct Arabic Department International Seminar on 11/07/2023
7. Decided to conduct Thesis writing workshop on 20/07/2023.



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Minutes of the IQAC Meeting held on 16/08/23, Wednesday at
Principal's Chamber at 03.30 pm.

Agenda of the meeting:

1. Approval of the previous meeting
2. Preparation for the AQAR
3. Verification of Department files
4. University Examinations
5. Guest Talk
6. National Seminar

Attendees of the meeting

1. Dr. AI Abdul Majeed
2. Abdurabb M
3. Shibla Nargees K
4. Abdurabb M
5. Afsal Abdul Khader
6. Ibrahim Thorakkal
7. Parayil Ashraf
8. Mohamed Rafeeqe P
9. Prof Ahamed Sayeed
10. Suhrabi P
11. Jabir
12. Fouzan Ahammed M
13. Naseeba
14. Paryil Ashraf
15. Dr Rajesh

Decisions

1. The committee read and approved the minutes of the previous meeting
2. The committee announced the submission of AQAR within the time frame.
3. The IQAC decided to conduct an immediate verification of the Department files. The committee also requested the Head of the Departments to submit the complete files in the Department.




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4. The committee decided to conduct an orientation regarding the various job opportunities.
5. It is decided to provide examination orientations for the students.
6. It is decided to conduct a guest Talk on career in Finance by the Department of Commerce.
7. Decided to conduct on National Seminar by Department of Arabic on 23 & 24 August ,2023.




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Minutes of the IQAC Meeting held on 01/09/23, Friday at IQAC
Seminar Hall at 03.30 pm.

Agenda of the meeting:

1. Approval of the previous meeting.
2. Meeting of Class PTA
3. Workshop
4. Bridge course

Attendees of the meeting

1. Dr AI Abdul Majeed
2. Afsal Abdul Khader
3. Shibla Nargees K
4. Abdurabb
5. Ibrahim Thorakkal
6. Abdussamad AP
7. Mohamed Rafeeqe P
8. Abdul Latheef MT
9. Faslur Rahman
10. Nuhsina M
11. Suhrabi P

Decisions

1. The committee read and approved the recommendations of the previous meeting agendas.
2. It is decided to conduct a class PTA as soon as possible.
3. Decided to conduct identifying research problem and art of project report writing on 14/09/2023.
4. Decided to conduct bridge course for first year UG student on 21/09/2023.




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Minutes of the IQAC Meeting held on 09/10/23, Wednesday at IQAC Seminar Hall at 02.30 pm.

Agenda of the meeting:

1. Approval of the previous meeting
2. Internal Examinations
3. U3A Formation
4. SAPT examination

Attendees of the meeting

1. Dr AI Abdul Majeed
2. Afsal Abdul Khader
3. Shibla Nargees K
4. Abdurabb M
5. Ibrahim Thorakkal
6. Parayil Ashraf
7. Mohamed Rafeeque P
8. Abdul Latheef MT
9. Suhrabi P

Decisions

1. The committee read and approved the recommendations of the previous meeting.
2. It is decided to conduct internal examinations in second semester classes.
3. It is decided to conduct SAPT examination on 05/10/2023.
4. Decided to conduct one day workshop on university of third age in Collaboration with Mahatma Gandhi University on 12/10/2023.




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Minutes of the IQAC Meeting held on 1/11/23, Wednesday at
Principal's chamber at 03.30 pm.

Agenda of the meeting:

1. Approval of the previous meeting
2. AQAR files
3. Evaluation of Department files
4. Meeting of the Alumni

Attendees of the meeting

1. Dr AI Abdul Majeed
2. Afsal Abdul Khader
3. Shibla Nargees K
4. Abdurabb M
5. Ibrahim Thorakkal
6. Parayil Ashraf
7. Mohamed Rafeeqe P
8. Abdul Latheef MT
9. Suhrabi P
10. Sidheek K
11. Sharafudheen Theyyampattil

Decisions

1. The Committee read and approved the recommendations of the previous meeting
2. Discussed smooth submission of the AQAR
3. It is decided to complete the department files as soon as possible for the evaluation purpose.
4. It is decided to organize an alumni meeting regarding the NAAC peer team visit.




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Minutes of the IQAC Meeting held on 27 /11/23, Monday at IQAC
Conference Hall at 3:30 pm

Agenda of the meeting:

1. Approval of the previous meeting
2. Action plan
3. Syllabus

Attendees of the meeting

1. Dr AI Abdul Majeed
2. Afsal Abdul Khader
3. Shibla Nargees K
4. Abdurabb M
5. Ibrahim Thorakkal
6. Abdul Latheef MT
7. Suhrabi P
8. Dr. CM Shanavas
9. Dr. Mohammedrafi C
10. Raseem Abdul Khader
11. Azimilath
12. Fathimath Suhra
13. Adeeb CM
14. Fathima Zuhra

Decisions

1. The Committee read and approved the recommendations of the previous meeting
2. Abdurabb M will complete the action plan for the year and upload it on the website.
3. Syllabus should be transacted in class. so as to achieve outcome and the achieved outcomes evaluated properly.




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Minutes of the IQAC Meeting held on 19/ 12/23, Tuesday at IQAC
Conference hall at 2:30 pm

Agenda of the meeting:

1. Approval of the previous meeting
2. Preparation for department file audit
3. Course Outcome and Program Outcome analysis
4. NIRF

Attendees of the meeting

1. Dr AI Abdul Majeed
2. Afsal Abdul Khader
3. Shibla Nargees K
4. Abdurabb M
5. Ibrahim Thorakkal
6. Abdul Latheef MT
7. Suhrabi P
8. Dr. CM Shanavas
9. Dr. Mohammedrafi C
10. Fouzan Ahammed
11. Mohammed Ashique
12. Muhsina M
13. Raseem Abdul Khader
14. Azimilath
15. Fathimath Suhra

Decisions

1. The Committee read and approved the recommendations of the previous meeting
2. All the department HoDs are directed to update department files before the audit.




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3. IQAC coordinator emphasized the significance of outcome based education and provided a thorough overview of the process for analyzing both Course Outcomes and Program Outcomes.
4. Decided to conduct workshop on how to face an interview on 25 January 20, 2024
5. Decided to submit NIRF within the time period



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Minutes of the IQAC Meeting held on 12/01/24, Friday at IQAC
Conference hall at 2:30 pm

Agenda of the meeting:

1. Approval of the previous meeting
2. Audit Course

Attendees of the meeting

1. Dr AI Abdul Majeed
2. Afsal Abdul Khader
3. Shibla Nargees K
4. Abdurabb M
5. Ibrahim Thorakkal
6. Abdul Latheef MT
7. Suhrabi P
8. Dr. CM Shanavas
9. Dr. Mohammedrafi C
10. Raseem Abdul Khader
11. Azimilath
12. Fathimath Suhra
13. Mohammed Ashique

Decisions

1. The Committee read and approved the recommendations of the previous meeting
2. It was decided to conduct an Audit course examination for 1st and 3rd semester UG programmes.




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Minutes of the IQAC Meeting held on 15/ 02/24, Tuesday at IQAC
Conference hall at 10:30 pm

Agenda of the meeting:

1. Approval of the previous meeting
2. Annual Report 2023-24
3. Skill Development
4. National Seminar

Attendees of the meeting

1. Dr AI Abdul Majeed
2. Afsal Abdul Khader
3. Shibla Nargees K
4. Abdurabb M
5. Ibrahim Thorakkal
6. Mohammed Ashique
7. Suhrabi P
8. Dr. CM Shanavas
9. Dr. Mohammedrafi C

Decisions

1. The Committee read and approved the recommendations of the previous meeting
2. Annual reports for various clubs and forums must be completed and submitted by April 18, 2024.
3. It was decided to conduct soft skills and personality development training programme on 27/02/24
4. Decided to conduct national seminar of Department of Commerce on 06/03/2024




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Minutes of the IQAC Meeting held on 04/03/2024, Thursday at
Principal's Chamber at 3:30 pm

Agenda of the meeting:

1. Approval of the previous meeting
2. Internal and External Audit
3. Annual Report 2023-24
4. Self-appraisal of staff 2023-24
5. Collecting students and other feedback

Attendees of the meeting

1. Dr AI Abdul Majeed
2. Afsal Abdul Khader
3. Shibla Nargees K
4. Abdurabb M
5. Ibrahim Thorakkal
6. Jabir
7. Fouzan Ahammed M
8. Suhrabi P
9. Dr. CM Shanavas
10. Dr. Mohammedrafi C
11. Fathimath Suhra
12. Raseem Abdul Khader
13. Azimilath KP

Decisions

1. The internal audit of the department will be conducted on 7th March. The external audit will take place in the last week of March.
2. Annual reports for various clubs and forums must be completed and submitted by April 18, 2024.



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3. The self-appraisal of staff for the academic year 2023-24 is scheduled to be completed on April 2, 2024.
4. As per the decision made in the meeting, the collection of feedback from outgoing students will be completed on March 21.



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