

## Minutes of the IQAC meeting 2021-22

The first meeting of IQAC during the academic year was held on 01/06/2022 at Principals chamber at 10 am.

### Agenda:

- 1) Approval of the minutes of the last meeting
- 2) Academic calendar preparation
- 3) Distribution of teachers duty and department duty
- 4) Curriculum design for certificate course
- 5) Collection of feedbacks from different stakeholders
- 6) Formation of store
- 7) Distribution of faculty duties
- 8) Reconstitution of IQAC composition

### Attendees of the meeting

Dr Al Abdul Majeed ~~AM~~

Parayil Ashraf. ~~PA~~

Ashraf - C ~~AC~~

Abdurabbas ~~AB~~

Ibrahim Thorakkal ~~IT~~

Muhammed Rafeeq ~~MR~~

Mohammed Aslah ~~MA~~

Dr Muhammed Abid - CP ~~MA~~

Shibla Nagesh - K ~~SN~~

### Decisions:

- > committee approved the minutes of the last meeting
- > The committee decided to do the needful for the preparations of Academic calendar. Dr em shanavas and Abdurabbas were given the charges of it.
- > The committee assigned the distribution of teachers duty and department duty to the head of the department.
- > The committee decided to provide different certificate courses. The head of the departments are given

changes for the preparation of curriculum design. The committee assigned Dr. M. Shanavas as the coordinator of the programme.

- > The committee decided to collect feedbacks from different stakeholders. The committee forwarded the recommendations to the concerned authorities for taking necessary actions.
- > The committee decided to form the SQAC and the following student members were selected for the cell.

1. Shreyas BA 2<sup>nd</sup> year
2. Mohammed Nisam B Com 2<sup>nd</sup> year
3. Raja Afsal BA 1<sup>st</sup> year
4. Shanha Sabir B Com 1<sup>st</sup> year
5. Abhishayudheen MA 1<sup>st</sup> year.

- > The committee decided to assign the duties for the following faculty members

1. Schola and office automation - Afsal Abdul Wahab
2. Women Development Cell - Subhathi P
3. English club - Fathimath Zuhra
4. ED - Afsal Abdul Wahab
5. V-PETS - Shiblee Nargees'k

- > The committee decided to reconstitute the SQAC members.

The following members were elected for SQAC composition:

Chairman - Ashraf C

Co coordinator - Abdulrabb M

Assistant Co coordinator - Shiblee Nargees'k

Members :-

- Abdul Latheef MT (Head of Accounts)
- Ibrahim T (HOD, Arabic)
- Afsal Abdul Wahab (HOD, Commerce)
- Dr. Abdul Majeed AI (Assistant Professor)
- Pareyil Ashraf (Management representative)
- Nasirah Azeez Mayyari (Chairperson of health and

educators, District Panchayath)

7) Students union chairmans (on-officer)

8) Dr Abid UP (Alumni representative)

9) Dr Rajesh (HOD, chemistry, mes kavayam college  
valavannur)

10) Dr Anwar Amars chelal (Industry Representative)

11) PTA vice president (on-officer)

12) Mohammad Rafeeqe (Lecturer)



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Minutes of the IQAC meeting held on July, 20, 2021 at Principal's chamber.

### Agenda:

- > Approval of the agendas of the meeting held previously.
- > Criteria wise evaluation
- > Renovation of College Library
- > Online Teaching Learning systems.
- > Online feedback from Stake holders.
- > Distribution of Covid Relief for Students.
- > Organizing Alumni Meeting.

### Attendees of the Meeting:

- 1 Ashraf - C ✓
- 2 Abdurabb - M ✓
- 3 Dr. Dr. Abdul Majeed ✓
- 4 Afsal Abdul Khader ✓
- 5 Ibrahim Thorakud ✓
- 6 Sharbing Sada ✓
- 7 Abdul Latheef - MT ✓
- 8 Mohammed Rafeeqe ✓
- 9 Dr. Rajesh ✓
- 10 Abdul Latheef - MT ✓
11. Shibli Naveed ✓
12. Parayil Ashraf ✓

### Decisions:

- > The committee approved the recommendation of the previous meeting.
- > The committee decided to evaluate the current status of criteria wise documentation process.
- > The committee decided to discuss the needful changes for the renovation of the college library.
- > The committee decided to continue the regular classes through online mode by using LMS like Google meet, Google form, Zoom and

Youtube.

- > The committee decided to take feed back from different stake holders through online mode.
- > Due to the <sup>Covid</sup> pandemic, the committee decided to distribute Covid relief for the needfull students.
- > The committee decided to organize an Alumni meeting for the renovation of college Library and Infrastructure.



  
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Minutes of IQAC Meeting held on September 15, 2021 on Google meet.

Agenda:

- Approval of the agenda of the previous meeting
- To conduct mental health awareness programme
- To conduct Internal Examination for the old semesters
- To organise self defence training programme for second year UG Students.
- To conduct International Seminar.
- To conduct residential camp for girls.
- To celebrate International Arabic day.
- To Conduct external Audit
- SSR evaluation

Attendees of the meeting

1. Abdulatheef m.T 
2. Abdu rabbi-m. 
3. Ashraf-C 
4. Ibrahim Thorakkal. 
5. AFZAL ABDUL KADAR 
6. Senha Serbis 
7. Ashraf parayil - 
8. mohammed Rafeeq. 
9. Dr. Rajesh 
10. Shiba Nagees. 
11. Dr. Abdul Mujid 

Decisions:

1. The committee approved the recommendations of the previous meeting.
2. The committee decided to conduct a mental health awareness class in association with NDC, Ms Sahrabai-P Department of Arabic has been given the charge of coordinating the programme.
3. The committee decided to conduct the first

Internal Examination for old Semester Students, Dr CM Shanavas is Selected as the controller of internal Examination.

4. The IQAC decided to conducted self directed training programme for second year UG Students



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decision regarding the purchase of books and periodicals.

- 5) The committee decided to provide needful help for the maintenance of the computers in the Computer Lab.
- 6) The IQAC decided to conduct a class wise PTA on the last week of January.



7) Decided to beautify the campus and more plans to be in this regard.

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Minutes of the IQAC Meeting held on 21 January 20

Agenda of the meeting

Venue: Principals Chamber

Time: 2-30 PM

1. DUV Discussions
2. File checking

Attendees of the meeting

1. Ashraf C
2. Abdulgrabb.m
3. Ajmal Abdul Kader
4. Shabila Nazeem-Is
5. Dr. Abdul Majid AI
6. Ibrahim Thoralikal
7. Dr. CM Shanavas
8. Dr. Mohammed Rafi

Decisions:

1. Decided to complete the file checking within the stipulated time.
2. The IQAC decided to monitor the documents as per the DUV recommendations.
3. All department heads are allotted the duties for complete submitting the DUV documents to the IQAC



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## Minutes of the IQAC Meeting

The first meeting of IQAC for the academic year 2022-23 held on 01/06/22 at Principal's Chamber at 3.30 p.m.

### Agenda of the Meeting:

1. Approval of the previous meeting.
2. Filing and documentation for NAAC.
3. Schola and Office automation
4. College Uniform and discipline
5. Nadwa
6. External Examination of even semesters (4 and 2)
7. Mentor-Mentee system
8. Physical Education Trainer.

### Attendees of the Meeting

1. Abdurabb - M
2. Ashraf - C
3. Dr. Dr. Abdul Majeed
4. Ashraf Darayri
5. Ibrahim Thorakkal
6. Muhammed Rafeeqe
7. Abdul Razak Kalady
8. APSal Abdul khader
9. Sanha Saubir
10. Dr. Muhammed Abid - OP
11. Shibli Nargess

### Decisions:

1. The committee read and approved the recommendations of the previous meeting agenda.
2. The IQAC decided to monitor the files and documents as per the criteria.

3. The committee decided to pursue the Schola app for student's hourly attendance and office automation purpose.
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.
5. The committee decided to pursue NADWA practice, a weekly training programme. The class tutors were given charges to monitor the student's performance. The committee also decided to submit the report of each NADWA.
6. The IQAC decided to conduct the internal examination for Even Semesters. Dr. C.M. Shanavas is elected as the controller of Internal Examinations.
7. The committee decided to evaluate the reports of Mentor Mentee list. The committee also decided to renew the Mentor-Mentee list.

The committee decided to prepare a proposal for a temporary physical education trainer to the management committee.

Minutes of the IQAC meeting held on 09/06/2022 Thursday at IQAC Rooms at 12:00 pm

#### Agenda of the meeting

1. Naac peer team visit date selection

#### Attendees of the meeting

1. Ashraf C
2. Ibrahim Tharavath
3. Shibliha Naqas-iz
4. Dr. Abdul Mustafa M. K.

#### Decisions:

1. First preference for the naac peer team visit is 12/07/2022, 13/07/2022, second preference is 01/08/2022, 02/08/2022 and third preference is 23/08/2022 and 24/08/2022.



Minutes of the IRAC Meeting held on 15/6/22,  
Wednesday at IRAC Room at 2.30 pm.

### Agenda of the Meeting

- 1) Approval of the previous minutes.
- 2) Inauguration of Multi Court and Talent Honouring Ceremony
- 3) Celebration of National Reading Day
- 4) Submission of NAAC Documents.
- 5) Inauguration of Physical Education Department
- 6) Campus Beautification
- 7) Best Practices - NAAC and Snehasanham
- 8) Induction Program for first year UG Students.
- 9) Reconstitution of IRAC Members.

### Attendees of the Meeting:

- 1 Ashraf - C
- 2 Abdurabb - M
- 3 Dr. OI Abdul Majeed
- 4 Apsal Abdul Khadar
- 5 Rasack Kalady
- 6 Sanha Serbin
- 7 Naseeba Azeez
- 8 Muhammed Rafeeq
- 9 Dr. Rujesh
- 10 Ibrahim Thorakkal
11. Shiba Nagesh
12. Dr. Anwar Ameen
13. Mohamed Rafeeq
14. Abdulatheef M.T
15. Parajil Ashraf

### Decisions of the Meeting:

- 1) The Committee read and approved the agenda of the previous meeting.
- 2) As per the discussion regarding the Inauguration of College Multi Court, the Committee decided

to schedule the date to be on 20th June 2022. D.C. Mohammed Rafi C and Mr. Roseem Abdul Khader P were assigned the duty for coordinating the programme. The committee also decided to invite Shri. V. Abdulrahman Minister for Sports, Wafq and Hajj as the Chief Guest for the inaugural ceremony.

- 3) The IQAC decided to honour the achievements of faculties and students in the Talent Honouring Ceremony.
- 4) It is decided to ~~proceed~~ celebrate the National Reading Day to promote Reading habits among students. The Head of the Departments are assigned to conduct various programmes on that day.
- 5) It is decided to submit the data and documents as per the criteria for NAAC documentation.
- 6) It is decided to inaugurate the Physical Education Department on 23 June 2022. The committee also decided to invite Shri. Sharafudheen Theyyampattil for the inauguration. Mr. Afsal Abdul Khader is assigned to coordinate the programme.
- 7) It is decided to conduct NADWA very strictly in a systematic way. Another best practice 'Snehaspansham' - the committee decided to move for 'Snehaspansham', a helping hand for the society. To promote the best practice of the college 'Snehaspansham' in which the college extends its help and service to the society, IQAC decided to extend its wholehearted service to the 'Santhwanam Rehabilitation', <sup>which is</sup> run by the management committee for the traumatic persons.
- 8) The IQAC decided to conduct Introduction Programmes for the first year UG Students. The Head of the Departments are assigned to organize the programme.
- 9) The committee decided to reconstituted the IQAC composition. The meeting unanimously elected Ms. Shabila <sup>of Commerce</sup> as the Coordinator of the IQAC.



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Minutes of the IQAC Meeting held on 16/06/22, Thursday at Principal's Chamber at 3.30 p.m.

### Agenda of the Meeting

- 1) Approval of the previous meeting agenda
- 2) Preparation for the NAAC Peer Team Visit.
- 3) Verification of Department Files.
- 4) Career Seminar
- 5) University Examinations.
- 6) Guest Talk.

### Attendees of the meeting.

1. Prof C Ashraf
2. Abdulrabb M.
3. Shibli Naqees-K
4. Abdulrabb M.
5. Afsal Abdul Kader
6. Dr A. Subramanian
7. Ibrahim Thovakkal
8. Paragjit Singh
9. Mohamed Refeegh
10. Prof Ahmed Saqad
11. Subrabi-P
12. Jabir
13. Mohammed Kutty
14. Nasuba
15. Paulyal Ashraf
16. Dr Rajesh

### Decisions in the Meeting.

- 1) The committee read and approved the minutes of the previous meeting.
- 2) The committee announced the NAAC Peer Team Visit schedule. The committee decided to take necessary preparations for welcoming the NAAC Peer Team. It is also decided to

form various committees for the same. The IOAC Coordinator, Ms. Shibilal Nargees has given instructions about the duties to various committees.

- 3) The IOAC 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.
- 4) The committee decided to conduct an orientation regarding the various job opportunities.
- 5) It is decided to provide examination orientations for the students. Dr. C.M Shanavas is assigned the controller of Internal Examinations.
- 6) It is decided to conduct a Guest Talk on Careers in Finance by the Department of Commerce. Mr. Apsal Abdul Khader, Head of the Dept of Commerce is assigned to coordinate the programme.

Minutes of the IDAC Meeting held on 06/07/22, Wednesday  
at Principal's Chamber.  
Agenda of the Meeting.

- 1) Approval of the meeting.
- 2) File Verification of Statutory Cells.
- 3) Meeting of Class PTA

Attendees of the meeting.

1. Ashiq
  2. Afsal Abdul Khader
  3. Shibla Nagesh
  4. Dr. Abdul Mujeeb
  5. Abdurabbim
  6. Ibrahim Thovakkal
  7. Parayil Ashraf
  8. Mohamed Rakeeb
  9. Dr. A. Abdul Mujeeb
  10. Abdultheef M.
  11. Mohammed Rafeeq
  12. Abdultheef K.
  13. Aslah Srijadhyan
  14. Senha Serbiy
  13. Sahrahi P
  14. Aslah Srijadhyan
- Decisions of the Meeting

- 1) The committee read and approved the recommendations of the previous meeting agendas.
- 2) The committee decided to verify all the files regarding the statutory cells.
- 3) It is decided to conduct a class PTA as soon as possible.



Minutes of the IGAC Meeting held on 12/8/2022  
at IGAC Room.

### Agenda

- 1) Approval of the previous meeting.
- 2) Independence Day Celebration.
- 3) Distribution of vegetable seeds.

### Attendees of the Meeting.

- 1) The committee read and approved the recommendations of the previous meeting.
- 2) It is decided to celebrate Independence Day in association with two departments and NSS units. Dr. Abdul Majeed AI and Mr. Afsal Abdul Khader were assigned to organize programmes for the Independence Day Celebration.
- 3) It is decided to distribute vegetable seeds for students to promote environmental sustainability among students.

Minutes of the IOAC Meeting held on 12/8/2022 at  
IOAC Room

Agenda of the Meeting

- 1) Approval of the Previous Meeting
- 2) Independence Day Celebrations
- 3) Distribution of Vegetable seeds.

Attendees of the Meeting

1. Ashraf
2. Abdurabbim
3. Shiba Nargis
4. Afzal Abdul Khader
5. Abdul Majeed
6. Ibrahim Tharskul
7. Ashraf Paragi
8. Mohamed Rizeeq
9. Suhrabi P
10. Abdul Latheef
11. Abdusameef
12. Dr AI Abdul Majeed
13. Shiba Nargis Paragi

Decisions of the Meeting

- 1) The committee read and approved the recommendations of the previous meeting.
- 2) It is decided to celebrate our 76<sup>th</sup> Independence Day in association with the two departments and the NSS Units. Dr. Abdul Majeed AI and Mr. Afzal Khader were assigned to organize programmes for the same.
- 3) It is decided to distribute vegetable seeds for students to promote environmental sustainability among students.

Minutes of the IQAC Meeting held on 20/08/2022  
at Principal's Chamber.

Agenda of the Meeting

- 1) Approval of the previous Meeting.
- 2) Confirmation of NAAC Peer Team Members.
- 3) Evaluation of Department files.
- 4) Planning and Preparation for NAAC Peer Team visit.
- 5) Meeting of the Alumni.

Attendees of the Meeting

1. Ashraf
2. Afzal Abdul Kader
3. Shiba Nagees - L
4. Abdurabbas M
5. Dr. Abdul Mujib
6. Ibrahim Thovakkal
7. Paragil Ashraf
8. Mohamad Rafeeq - P
9. Suhraji - P
10. Abdul Latheef - M
11. Abdulathif - M
12. Dr. A. Abelfaziz
13. Abdul Rasool Kader
14. Afzal Abdul Kader - M
15. Amwar Ameen Chah - Present.

Decisions of the Meeting

- 1) The committee read and approved the recommendations of the previous meeting.
- 2) As per the schedule updated in the HEI portal, the Principal announced the <sup>name of the</sup> NAAC Peer Team Members:

Dr. Yasir Ahamed Shah - the Chairman

Dr. Rizwanur Rahman - the Member coordinator

Dr. Mohammed Khalil Ahmed - the Member.

- 3) It is decided to complete the department files as soon as possible for the evaluation purpose.
- 4) It is decided to plan and prepare necessary arrangements for the NAAC Peer Team visit. The committee reminded the various committees about the needful preparations for the NAAC peer team visit.
- 6) It is decided to organize an alumni meeting regarding the NAAC Peer Team visit.