

## CERTIFICATE

It is certified that this register contains 80 pages which is numerically numbered from 1 to 80 for the purpose of minutes of IQAC constituted in Anvarul Islam Arabic College, Kuniyil.



Assistant Professor  
Incharge of Principal  
Anvarul Islam Arabic College  
Kuniyil, P.O. Kizhuparamba,  
Malappuram Dt. Pin: 673 639

PROGRAMME

Meeting

# MINUTES OF THE YEAR

2022 - 2023



## IQAC COMPOSITION

- 1 - Sakthi Baby Icthipparuthy (Chairperson)
- 2 - Dr. Niyadikkal (Coordinator)
- 3 - Mr. Firoz P (Assistant Coordinator)
- 4 - Mr. Muhammed Fauas (Asst. Coordinator)
- 5 - Mr. Noushad MC (Coordinator, NAAC)
- 6 - Prof. K Abdu Nazir Member (Management Rep.)
- 7 - M.K Iqbal Karangadan Member (Industry Expert)
- 8 - Mr. Ameen MK Member (Faculty)
- 9 - Dr. Labeeba K Member (Faculty)
- 10 - PPA Rahman Member (Rep. from Society)
- 11 - Mr. Najeeb Karangadan Member (Head Accountant)
- 12 - Mr. Abdul Azeez P.P Member (Librarian)
- 13 - Mr. Basheer P Member (Parent Rep.)
- 14 - Mr. Muhammed Danish P Member (Student Rep.)
- 15 - Dr. KT Fazallullah Member (Alumni Rep.)
- 16 - KT Irfan Olympian Member (Rep. from Society)
- 17 - KA Jouhar Member
- 18 - Mr. Yoosuf KT Member (Administrative Officer)



Assistant Professor  
Incharge of Principal  
Anvarul Islam Arabic College  
Kunyii, P.O. Kizhuparamba,  
Malappuram Dt Pin- 673 639



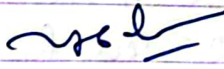
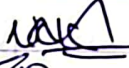




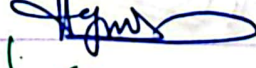




## Meeting - 1

A meeting of IQAC of the year 2022-23 is held on 17.06.22 at the IQAC Room at 4.30 PM under the Guidance of Principal

## Agenda :-

- 1- Review of the previous year IQAC activities
- 2- College Academic calendar
- 3- Action Plan & Semester plan
- 4- Readiness of all NAAC visit's arrangements
- 5- One week Programme of literary week
- 6- Quiz Programme for Football world cup
- 7- Two week workshop for SAAC Students
- 8- Any other matters, IQAC composition

## Members :-

- 1- Prof. Abdul Nazir 
- 2- Dr. Nijad. Klc 
- 3- Ameer. mk 
- 4- FIROS - P 
- 5- Abdul Azeer Palliparamban 
6. Najeeb Karangadav. 
- 7 Yousuf Kalotheemthadi 
- 8 SAJJAR BABU 
9. Dr. Habeebaik 
- 10 Noshad. MC 
11. Mohamed / Farooq 

## Decisions :-

- 1- The decisions and activities of last years were revised.
- 2- IQAC decided to release the academic calendar of college of the year 2022-23
- 3- IQAC instructed to the departments to prepare the

### Action Plan and Semester Plan

- 4- Decided to arrange and finalise all Infrastructure facilities and admin sessions file before July-25<sup>th</sup>
- 5- It decided to conduct one week literary day/ program with different sessions such, Tag of words, Human library, Interaction with Author etc....
- 6- The meeting decided to conduct a Football Quiz competition and to send the winners for participating in college representation festival in Mega Quiz competition at Calicut University
- 7- As per the suggestion of SAAC, the meeting planned to organize a two week work shop for the students on the topic, Code of Conduct, ethics and core values
- 8- IQAC Composition is revised in the meeting and decided to Add the following members to the composition
  - 1- Prof. Nazir K (Management Rep)
  - ~~2- Mr. Faraz~~
  - 2- Mr. Muhammed Faraz. (Assistant Coordinator)



Assistant Professor  
Incharge of Principal  
Anvarul Islam Arabic College  
Kuniyil, P.O. Kizhuparamba,  
Malappuram Dist. Pin-673639



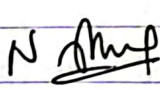
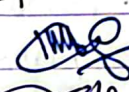
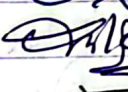




## Meeting - 2

A meeting of IQAC is conducted on 31.08.22 at Seminar Hall at 3.30 pm.

### Agenda :-

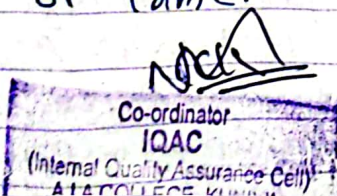
- 1- Alumni Achievers meet
- 2- 75<sup>th</sup> Independence day celebration
- 3- Inducting Programme for new comers
- 4- Including new member in IQAC composition

### Members :-

- 1- SAIBAR BABU
- 2- Dr. Nijad. k. k
- 3- Najim kamsaladon. 
- 4- Abdul Azeez Palliparamban 
- 5- Ameer. mk 
- 6- FIROS-P 
7. Prof. Abdul Nazim 
8. 
9. Dr. Habeeb aza 

### Decisions :-

- 1- Meeting decided to honour the achievers from the alumni who performed in various fields with immediacy
- 2- 75<sup>th</sup> Independence day will be celebrated in a grand event.
- 3- Meeting decided to organise 3 days induction Programme with various sessions
- 4- As per the recommendation of the principal, it is decided to include Dr. Shoukatuli CU (Faculty, Department of Arabic) to the composition of IQAC.



Assistant Professor  
Incharge of Principal  
Anvarul Islam Arabic College  
Kunyil, P.O. Kizhuparamba  
Malappuram Dt. Pin- 673 633



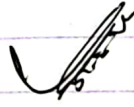



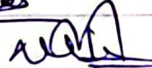

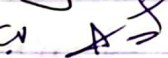
## Meeting-3

A Meeting of IQAC Members and Staff is conducted by IQAC on 01/09/2022 3.30PM at the IQAC Room on the following Agendas

### Agenda:-

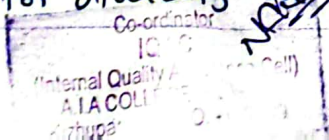
1. NAACPEER TEAM VISIT Planning and Preparation
2. Students Inclusion Programme For UG Freshers
3. MOU Signing with ASAP Kerala and CICI
4. SDP on Institutional Core Values

### Members Participated :-

1. ISABRIK BAGEE 
2. Ameer MK 
3. Mohammed Fares. K 
4. Dr. Habeebulla 
5. Dr. Nijad. Kk 
6. Fins-P 
7. Dr. Sheekathali. A 

### Meeting Decisions:-

1. The meeting discussed and coordinated the Planning of Upcoming First Cycle NAAC Accreditation. A Core Committee was formed to coordinate the visit under the leadership of Principal, NAAC and IQAC Coordinator
2. The participants Unanimously Agreed to conduct the Inclusion Programme "Deeksharamb" on 12-15 Sep 2022. The duty is given to Mr. Mohammed Fares. K. The meeting put the opinion of conducting the same as per the guideline of UGC.
3. The participants discussed the new possibilities of Collaboration and decided to sign MoU with govt and Non govt Institutes. As it was, initially decided to sign MoU with ASAP govt and Center of Guidance Indication an Orientation on 25/10.
4. It is decided to conduct an one day Workshop on Institutional Core values for students on 10/10/22. Assigned to Dr. Nijad. Kk.



Assistant Professor Kk.  
Incharge of Principal  
Anvarul Islam Arabic College  
Kunthi, P.O. Kizhuparamb  
Kottayam Dt. Pin: 673 639



## Meeting - 4

A meeting of IAAC is conducted on 18-10-2022 at IAAC Room at 4:00 PM

### Agenda :-

- 1- Review of NAAC Visit
- 2- Action plan :- Clubs, cells, departments
- 3- Programme Bundle Submission & Programme Register
- 4- Planning about new IAAC & NAAC Coordinators
- 5- MOU's, Add on course, Seminars
- 6- Faculty Growth - Ph.D, Publication, Seminars Refreshment course etc...
- 7- FDP on AQAR & Preparation for Second Cycle
- 8- Slow learner & Advanced learners
- 9- Functioning & meetings of Clubs & cell's
- 10- Celebration ceremony of NAAC Accredited.

### Participants :-

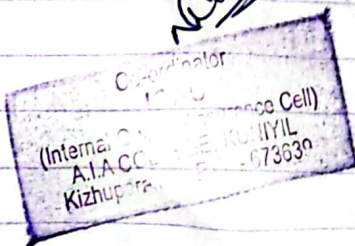
1. SARIFUR RAHMAN KASIM PRABHU ✓
2. Imeel mg Jylo
3. Dr. Nijad. K K ✓
4. Dr. Habeebulla ✓
5. Mohemmed Fares. K ✓
6. Dr. Shoukatali. CV ✓

Assistant Professor  
Incharge of Principal  
Anyaru Islam Arabic College  
Kunlyi, P.O. Kizhuparamba,  
Malappuram Dt. Pin: 673 639



## Resolutions :-

- 1- IAAC Initiated to review the NAAC visit of approved all teachers of staff for their commitment
- 2- All the departments are instructed to prepare action plan of Academic calendar before 20-6-22 & send it to IAAC mail
- 3- IAAC requested to all dept, cells & clubs for submit all relevant programmes documents within 3 days after commenced the coming programmes...
- 5- All the departments are instructed to organize certificate/add on courses, seminars & making new MOU with other institutes...
- 7- IAAC decided to conduct FDP on the topic of ABAR with expert RP
- 10- IAAC planned to celebrate NAAC Accredited with management, staff & other well-wishers...



Assistant Professor  
Incharge of Principal  
Anvarul Islam Arabic College  
Kuntyil, P.O. Kizhuparamba,  
Malappuram Dt. Pin: 673 639

## Meeting - 5

A Meeting of IQAC Members held on 01/12/2022 on the following Agendas at IQAC Room.

### Agendas:-

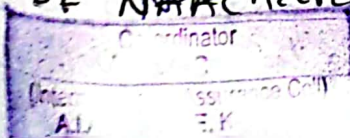
- New Add on / certificate Courses by Depts
- Competitive Examinations Orientation
- Hands on training on MOOCs
- Preparation of New Strategic Plan

### Participants:-

1. SARRR BABU KATTIPARAYAN ✓
2. Dr. NISAD. ILC
3. MOHAMMED FAYAS. K
4. Ameer. mk
5. Prasad

### Decisions:-

1. The members decided to implement new certificate and add on courses for the academic year. Representative of Arabic and Commerce departments presented their new plans on the same, CPA Add on course and four Arabic related short term certificate courses also suggested and decided after the discussion.
2. IQAC directed EOP Cell to conduct Psc Orientation in collaboration with Minority cell.
3. IQAC decided to conduct a hands on training on MOOCs (swayam, coursera etc) for promoting online education among the students.
4. IQAC discussed new prospectus plans of the college and set up a team for preparing the new prospective plans ahead of NAAC Accreditation and college expansion and development.



Assistant Professor  
Incharge of Principal  
Anwarul Islam Arabic College  
Kunnur, P.O. Kizhuparamba,



## Meeting 76

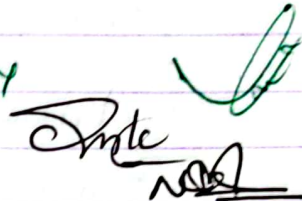
An IQAC Meeting is held at IQAC Room On  
• The following agenda was discussed.

### Agendas:-

Amending of New/Old Policy docs  
Professional Development Programme for NIS  
IT workshop  
Literary Fest  
Password Camp  
Higher Education Orientation Initiatives

### Members attended

1. SARKKIR BABU KATIPPARUTHI
2. AMEER MK
3. DR. NIJED. KK
4. MOHAMMED FAUJAS. K
5. Firas f
6. Dr. Bhaskar Chali. CV
- 7.

  
Date

### Decisions :-

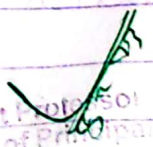
1. The IQAC Members discussed about the various Policy - documents in the college, IQAC further decided to amend the policy at the earliest. IQAC coordinator Dr. Nijed. KK took the duty along with the Senior Faculties, AMEER MK and Mr. Sarkkir Babu Katipparuthi.
2. IQAC Coordinator put forward the plan of conducting the PDP Programme for NIS in and out of the Institution, the members welcomed the opinion and unanimously decided to proceed with the programme. on 25/02/23 it is decided to call the MLA to inaugurate the workshop.



- 1. IQAC in collaboration with IT cell decided to conduct an IT workshop for the students. Duty is given to Jazeel ck
- 2. A Literary Fest Planned and decided on 1/03/23 by the Department of Arabic
- 3. The meeting discussed the PASSWOR 2023 CAMP by Minority cell, Malappuram funded by the government of Kerala. IQAC directed the CSP Cell and Minority Cell to make necessary arrangements including registration, Food Materials etc. CSP cell coordinator Mr. Mohammed Farooq is given the duty of Programme Coordinator.
- 4. As the Academic year is about to end, the IQAC Members seriously made some deliberations on the Higher Education Coaching of the Students (Outgoing). It is decided to conduct Common University Entrance Test (CUET) Orientation 28/02/23. The meeting agreed to invite Mr. Muslin T (Research Scholar, EPW) Hyderabad as Resource Person.

  
 Co-ordinator  
**IQAC**  
 (Internal Quality Assurance Cell)  
 A.I.A COLLEGE, KUNIYIL  
 Kizhuparamba P.O. - 673639



  
 Assistant Professor  
 Incharge of Principal  
 Annarul Islam Arabic College  
 Kuniyil, P.O. Kizhuparamba  
 Malappuram District, Kerala



Meeting - 7

A meeting of IQAC is conducted on 03-03-2023 at IQAC Room at 3:30 PM

Agenda :-

1. PDP on AI
2. Inauguration - Commerce Association
3. Inauguration - Arabic Association
4. Public Speaking workshop
5. WDC of BMC Programmes
6. Academic Affairs

Members :-

1. SARKIS BABU
2. Prof: Abdul Nazir
3. Dr. Nijad. KIC
4. Nushad. MC
5. Dr Shoaibullahi CN
6. Najeeb Kasimgadam.
7. Irshad. MR
8. Dr. Habeebullah
9. Faras. R
10. Abdul Azeez PP

*(Handwritten signatures and initials corresponding to the members listed above)*

Decisions :-

1. IQAC Decided to conduct one day FDP on the topic of "AI" within this week
- 2 & 3 - IQAC Reminded to official inauguration of both Commerce & Arabic associations by Student Union
- 4 - IQAC suggested for workshop on Public Speaking by Public Speaking cell of related dept/ to Dr. Sulaiman Sir
- 5 - IQAC gave instruction to WDC to conduct any



Academic ASolator Professor  
 Incharge of P...  
 Anvaru: Islam Arabic College  
 Kuniyili, P.O. Kizhuparamba,  
 K... Dt. Pin: 673 639

Internal Quality Assurance Cell  
 A.I.A. COLLEGE, KUNIYILI  
 Kizhuparamba P.O. - 673639

## Meeting - 8

A meeting of IBAC is conducted on 14-03-2023 at IBAC Room at 3:30 PM

### Agenda :-

- 1- NAAC Post Accreditation
- 2- NAAR
- 3- Criteria wise team division
- 4- Documentation
- 5- Accolade-23 - Honouring the Achievers
- 6- Finishing school
- 7- Adoption Activity on the tribal settlement

### Participants :-

- 1 SARKAR BABU KATTIPPARATHY
- 2 - DR. Nijad. K K
- 3 Abdul. Husein Thang
- 4 Dr. Shoukathali. C V
5. Mohamed Fares. K
6. Abdul Azeer P P
7. Dr. Habeeb. K
8. Noudhad. M C
- 9 Asraf P
10. Ruby Sherin. R

### Decisions :-

1. All NAAR related document collected & stored in the will collect & follow up properly
2. IBAC decided to divide 7 criteria groups for NAAR work
3. Documentation charge allotted to Mr. Abdul Azeer Siv ...
4. IBAC recommended to conduct a Honouring the Achievers Programme for students collaborating with AMC of the charge allotted to Mr. Ameer Siv.
5. IBAC recommended to start a finishing school in this academic year or early on coming year
6. Under the "Safaitam" - Tribal adoption scheme, IBAC planned to donate a library in tribal school at Kankadom ...



Assistant  
Incharge of  
Anvarul Islam Arabic College  
Kunithi, P.O. Kizhuparamba,  
Malappuram Dt. Pin- 673 639

