



ANVARUL ISLAM ARABIC COLLEGE

IQAC MINUTES

(2023 onwards)

CERTIFICATE

It is certified that this register contains 160 pages which is numerically numbered from one to 160 for the purpose of minutes of IQAC constituted in Anvarul Islam Arabic College, Kuniyil



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

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Co-ordinator
IQAC
(Internal Quality Assurance Cell)
A.I.A COLLEGE, KUNYIL
Kizhuparamba P.O. - 673 639

Meeting - 1

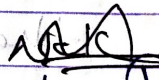

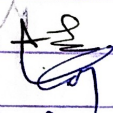
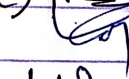
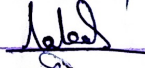

3

IQAC conducted a meeting with the coordinating team of Student's Induction Programme. On 27/09/23 at IQAC Room (2: PM)

Agenda:-

1. Seven Day Induction Programme planning and Duty Division
2. Academic Year Planning (2023-24)
3. New Quality Initiatives Under IQAC

Participants:-

1. Dr. Nijad. K Principal 
2. Dr. Mohammed Fawas. K IQAC Coordinator 
3. Dr. Shoukathullah. C. V. Asst. coord. (IQAC) 
4. SABIR BABA 
5. DR. Habeeba. K 
6. Naushad. M 
- 7.

Meeting Decisions:-

- 1) A detailed Plan for the Seven Day Induction Programme was discussed and Duties were allocated among the Committee members to ensure smooth execution
- 2) The Academic Calendar for the year 2023-24 was reviewed and Activities were finalized for timely implementation
- 3) New Quality Initiatives under IQAC were proposed, including measures to enhance student engagement and faculty development progress.

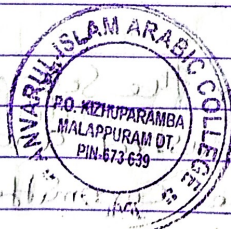
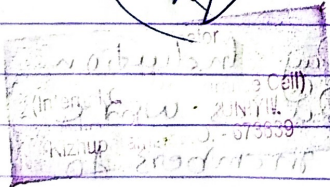


Action Items:-
- Each Participant will Prepare their assigned Tasks for the Induction Programme and share Progress by 01/09/2023.

- Dr. Shoaketheli will consolidate Feedback on the Academic Year Planning and circulate the revised Plan.

- Dr. Lebeeba will draft a Proposal For the New Quality Initiatives and submit it to the Principal for review.

Meeting Adjourned at 5PM.




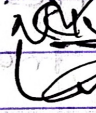
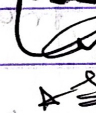

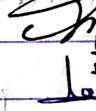

Assistant Professor
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Anvaru Islam Arabic College
Kunthi, P.O. Kizhuparamba,
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IQAC Core Committee Meeting held on 26th July 2023
3:15 PM at Management Room on the following Agenda

Agendas:-

1. NAAC FDP Follow up and AQAR Preparation
2. Induction Programme - Programme Finalization
3. Action Plan Follow up
4. Admission related Affairs
5. New Committee Formation of AMC
6. Others

Participants:-

- | | | |
|-----------------------|--|--------------------------|
| 1. Dr. Mohammed Fares |  | IQAC Coord. |
| 2. Dr. Nijad |  | Principal |
| 3. SARRIR BAREJ |  | Member (IQAC) |
| 4. Dr. Shoukatheli |  | Asst. Coordinator (IQAC) |
| 5. Ameer MK |  | Member (IQAC) |
| 6. Dr. Habeeba |  | Member (IQAC) |

Discussions and Resolutions:-

1. NAAC FDP Follow up and AQAR Preparation

- * The committee reviewed the status of the NAAC Faculty Development Programme (FDP)
- * Progress in AQAR Preparation was discussed and Deadlines were set for Pending tasks

2. Induction Programme - Programme Finalization

- * The agenda of the upcoming induction Programme for new students was finalized
- * Responsibilities for organizing sessions and speakers were allocated to mentors

3. Action Plan Follow-up

* The progress of the Action Plan devised in the previous meeting was assessed

* Specific points needing further attention were identified and strategies discussed.

4. Admission-related Affairs

* Admission Procedures for the upcoming Academic Year were discussed.

* Issues faced during the current Admission Process were identified and solutions were proposed for better management.

5. New Committee Formation For AMC

* It was decided to form a new committee for the Academic Monitoring Cell (AMC)

* The responsibilities and structure of the committee were described upon.

6. Others

* Miscellaneous concerns raised and addressed

Next meeting is scheduled tentatively and members were advised to prepare updates on their respective tasks.

Co-ordinator

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IQAC TS Meeting (Meeting 3) 7

Teaching Staff Meeting conducted by IQAC on 22nd August 2023 3:30 PM at Management Room

Agendas:-

1. Induction Follow up
2. Last year document completion
3. Criterion wise meeting and finishing initial AQAR works
4. Review of Action Plans of clubs/depts/cells in July and Aug
5. Launching of Certificate Courses
6. Admission related concerns
7. IT and Language lab
8. Other Academic Affairs
9. Year plan introduction

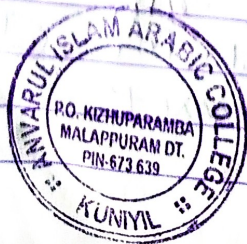
Participants:-

1. Dr. N. D. Kulkarni
2. Dr. Mohammed Fawaz K
3. P. Arsal
3. Jnanidhar
4. Abdul Hameed Thangaraj
5. Inshad MK
6. Aleeq shan CM
7. Dr. Shoukath Basha
8. Dr. Shanoba P
9. Dr. Habeeba K
10. SAHLA P
11. Sham siyya K.S
12. Firoz P
13. SABIR BABA
14. Ameer MK
16. Naveed MC
17. Dr. SULAMANI P

Meeting Minutes:-

- A comprehensive development Project discussed and evaluated
- Reviewed the Progress of the Inclusion Programme and Finalized remaining tasks.
- Resolved to complete pending documentation for the previous academic year.
- Criterion-wise Meeting and AQAR Preparation Discussed and Planned meetings to ensure timely AQAR Preparation and Submission.
- Evaluated the Functioning of various clubs and cells ensuring alignment with Institutional Objectives
- Discussed Strategies to manage and promote certificate and diploma courses effectively.
- Addressed issues related to Ongoing Admission Procedures
- Decided to Enhance ICT Tools and upgrade Lab for better academic support.
- Introduced Year plan by IQAC
- Reviewed other academic concerns and provide actionable solutions.

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Meeting 4

IQAC conducted a meeting on 30/10/2023 at IQAC Office to discuss some new Qualitative Initiatives in the College.

Participants:-

Dr. Niyad K.K

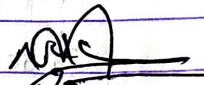
Dr. Mohammed Fawas. K

Dr. Shouk. Athali. C.V

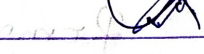
Dr. Habeeba. K

Noushad. M

SARIN. B. S





Decisions:-

- 1) The Team discussed Introducing measures to enhance the Quality of teaching and learning in the College. This includes conducting these regular workshops for Faculty development and initiating Student Feedback Systems.
- 2) Digital Learning tools to be Promoted Further in the classrooms teaching. The IQAC will organize a training Session for teachers on Utilizing e-learning Platforms effectively.
- 3) Research Promotion - Participants agreed to encourage Faculty and Students to engage in Research activities by providing necessary resources and organizing annual research Presentation.

- RCRC will coordinate the initiatives of Research.

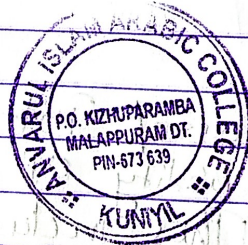
- It was decided to launch Outreach Program focusing on educational and social welfare initiatives.

- It was resolved to maintain a detailed documentation of IQAC activities and submit periodic reports to management for review and suggestions.

Meeting adjourned at 4PM after the concluding remarks by the Principal.

[Signature]

Co-ordinator
Internal Quality Assurance Cell
A.I.A. COLLEGE KUNITHI
Kizhuparamba P.O. - 673339



[Signature]

Assistant Professor
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Meeting 5

IQAC conducted a Meeting to Set up a Core team for conducting various Programmes of IQAC Initiative "LEAP" (Learning, Enhancement and Advancement Programmes) and Meeting H, On 03/11/23 at IQAC Office

Agendas:-

- 1) Introduction of "Leap"
- 2) Setting up of Core Committee
- 3) Further Actions of "LEAP"

Participants:-

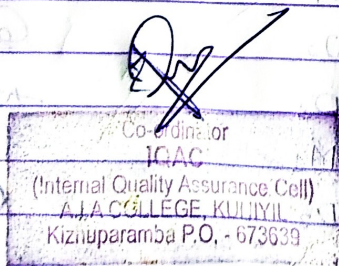
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| 1) Dr. M. Faval. K - IQAC Coordinator | | |
| 2) Dr. Shoukathali C.V - IQAC Asst. Coordinator | | |
| 3) Dr. Labadba. K - Member | | |
| 4) HANAN ABDOUL AZEER | D3 | |
| 5) Sarodulheen. PT | B2 | |
| 6) Muhammad Swalih | B2 | |
| 7) Shadiya. K | B3 | |
| 8) Muhammed Nishad. PK | D1 | |
| 9) Anwar Sadeh. K | D2 | |
| 10) Narsam Aslam. M | D3 | |
| 11) ASMA SHIRIN | M1 | |
| 12) Vinu Mumthas. K | D2 | |
| 13) Fathima Shamma. K | B1 | |
| 14) Fathima Sahla. K | D1 | |
| 15) Nihala Fathima. P | B2 | |

Decisions:-

- 1) The Learning Enhancement and Development Projects (LEAP) Initiative was introduced. Its Objectives

to Promote academic excellence, Skill development and innovation through structured Projects for the Students.

- * A Core Committee comprising Faculty members and Students was formed to coordinate the activities of LEAP
- * It was resolved to create a comprehensive plan detailing various Learning Enhancement Programs, Professional Development Workshops and Innovative Project based Learning modules.
- * It was decided to sit frequently to evaluate the Progress of the Project.
- * Akeef Shen CM (Asst. Professor) was selected as the Staff incharge of LEAP
- * Anwar Saadeh (Degree Second Year) was selected as the Student's Coordinator of LEAP.



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Meeting 6

13

- IQAC conducted a Staff review Meeting ahead of AQAR Submission of the Academic Year 2022-2023 at the Management Room on 20/11/23 3.30 PM.

Agenda:-

- Review of AQAR works

- Criteria wise Presentation

- Discussion on the some Metrics of C1 - C7

Participants:-

1. Dr. Mohammed Fawas .K

2. Abdul Hakeem Chenga

3. SAKKIR BABA

4. Ashraf

5. Junaid .C

6. Dr. Habeebullah

7. Aleez Shan CM

8. Ameena Saleeta M

9. Dr. Shazeed P

10. SAHLA P

11. Nouhad. ME

12. Dr. Habeebullah

13. Dr. Shoukathali CV

14. Nouhad. ME

Decisions:-

1) AQAR works Review

- Progress on the Annual Quality Assurance Report

(AQAR) For the academic year 2022-2023 was reviewed, and pending tasks were identified,

- members were assigned responsibilities to complete

the remaining sections.

2) Criteria-wise presentation:-

- Each criterion (CEOC7) was discussed in detail, with inputs taken for improving content quality and presentation.

- Suggestions for data refinement and evidence submission were noted.

3) Metric-specific discussions:-

- Key metrics requiring additional data were identified

- Deadlines were set for collecting supporting documents for each metric

4) Final submission planning

It was decided to finalize the AQAR document by the first week of December 2023

- A follow-up meeting was planned to ensure timely submission.

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Meeting 7

15

- IQAC called a review Meeting ahead of AQAR Submission and New Programmes Scheduled in Jan First week, on 21/12/23 3:30 PM at the Guest and Management Room.

Agendas:-

- AQAR Works
- Criteria wise Discussion
- Professional Development Programme on Jan 2
- Action taken on the previous Decisions

Participants:-

1- Dr. Nijad. K.K

2. USAKIR BARI KAMRAN JUY

3- Abdul Hakeem (bongu)

4. Nawshad. M.O

5. Inshad. M.K.

6. Aleeq Shan CM

7. Dr. Shaseeb P

8. Remya. P.O

9. Shamsiyya. K-T

10. Aneena Saleeka M

11. Dr. Habeeba. K

12. Junaid. e

13. Firoz P

14. Dr. Shoukathali CV

15. Dr. P. SULAIMAN.

16. SAHLA. P

17. Abdul Azeel P

(Handwritten signatures and initials)
Nijad
USAKIR
Abdul Hakeem
Nawshad
Inshad
Aleeq Shan
Dr. Shaseeb
Remya
Shamsiyya
Aneena
Habeeba
Junaid
Firoz
Dr. Shoukathali
P. SULAIMAN
SAHLA
Abdul Azeel

Decisions :-

1) AQAR WORKS

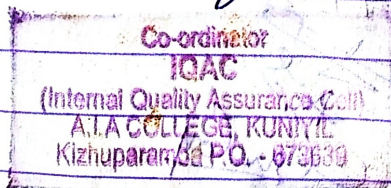
A detailed review of AQAR criteria and progress was carried out. Each criterion was discussed in-depth, with necessary actions assigned to the concerned departments for timely completion. Specific attention was given to data collection and reporting accuracy.

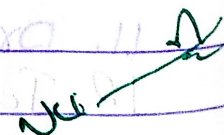
2) Professional Development Program (Jan 2024)

The upcoming Professional Development Program scheduled for January 2nd was discussed. A final outline of the sessions, speakers, and resource person was reviewed, and responsibilities were assigned to ensure smooth coordination. The program will focus on enhancing teaching skills and academic development.

3) Action taken on Previous Decision

The action taken on the decisions from the previous meeting were discussed. Members reported on the progress of initiatives, and further steps were identified where delays had occurred. Specific follow-up actions were outlined for unresolved items.

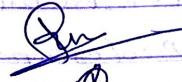

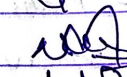
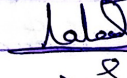
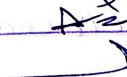
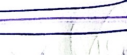
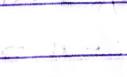

Assistant Professor
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Meeting No:

IQAC conducted a Monthly review Meeting of Quality Initiatives and Academic Activities in the college on 19/01/24 2:30 PM at IQAC Room. The following teachers and Admin Staffs attended the Meeting

Participants:-

- 1) Dr. Mohammed Faiz. K
- 2) Aleef Shan CM
- 3) USABIR BAZI BATHIBATHIY
- 4) Dr. N.Wad. K.R
- 5) Dr. Habeeba. K
- 6) Dr. Shoukathali C.V
- 7) Noushad. M.C

Decisions :-

1) Review of ongoing Quality Initiatives

- The progress of ongoing quality initiatives was reviewed. A key focus was on improving teaching methodologies and ensuring the faculty engagement in professional development activities remains consist.
- A plan for the next academic year was discussed to enhance student performance and improve the quality of curriculum delivery.

2) Academic Activities for the current semester

- A detailed discussion on the academic activities scheduled for the remainder of the semester was conducted. specific areas covered included the preparation for mid-semester assessments and scheduling of guest lectures.
- Dr. Shoukathali C.V emphasized the need for better co-ordination b/w the departments to ensure

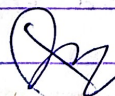
smooth implementation of academic plans.

3) update on faculty and administrative staff Development Programs

- Dr. Laabeeba IK provided an update on the Professional Development Program, with key topics outlined for faculty members. The importance of continuous professional growth for both faculty and administrative staff was highlighted.
- Plans for future workshops focusing on administrative processes were also discussed, aiming to streamline administrative operations and improve efficiency.

4) Action on Pending tasks from previous meetings

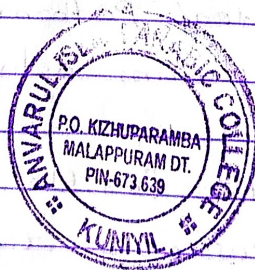
- A review of the pending tasks from previous meetings was conducted. Actions were taken to ensure the timely resolution of issues. A few minor tasks were assigned to concerned members to expedite their completion.

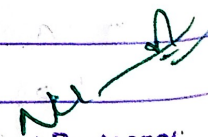


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Meeting 9

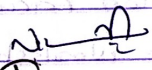
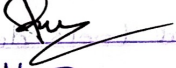


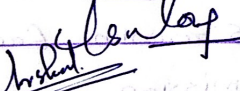

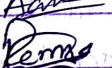
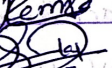
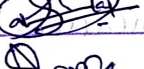





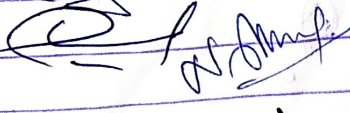
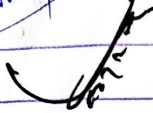
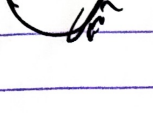

19

A Meeting is conveyed on 27/03/24 2:PM For Teaching and Non Teaching Staff including IQAC Members on the Following Agendas, at the Management or Guest Room.

Agenda:-

- 1) Academic Review
- 2) Teaching Learning Process Evaluation
- 3) Activity Report Presentation
- 4) Vacation Faculty Development Programme
- 5) Upcoming Academic Year Planning
- 6) Admission
- 7) Quality Initiatives for the New year
- 8) A QAR For 2023-24

Attendees:-

1. Dr. Nijad. K. 
2. Dr. Mohammed Fauas. K. 
3. Abdul Halim Mungu 
4. Kamal ISK. IC 
5. Dr. SULAIMAN. P. 
6. Iqshad. MK 
7. Aneena Saleeka M. 
8. Remya. P. D. 
9. SAHLA. P. 
10. Shamsiyas. K. I. 
11. Dr. Habeeba. L. 
12. Dr. Shameeb. P. 
13. Aleef Shan. CM 
14. Fwos. P. 
15. Dr. Junaid. C. 
16. Najeeb Kasungadav. 
17. SARKAR BABU KATTIPARATHY 
18. Dr. Shoakathali. CV 

Decisions :-

1) Academic Review

Address delays in assessments and assignments by improving departmental coordination and communication.

2) Teaching - learning Process Evaluation:

- Enhance teaching methods by incorporating interactive sessions and digital tools. Plan faculty training programs to support this.

3) Activity Report Presentation:

- Departments to finalize and submit detailed activity reports for inclusion in the AQAR.

4) Vacation faculty development programs:

- organize workshops focused on modern teaching techniques and digital tools during the vacation period.

5) upcoming Academic year Planning:

- update curriculum, schedule extracurricular activities, and streamline faculty appointments for the next academic year.

6) Admission

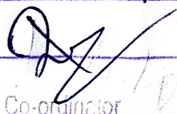
- Monitor and improve enrollment strategies for the upcoming academic year.

7) Quality Initiatives:

Form a Quality improvement Committee to address academic and administrative concerns.

8) AQAR for 2023-24

Departments to compile and submit data promptly for AQAR Preparations.

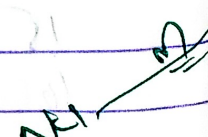

Co-ordinator

IOAC

(Internal Quality Assurance Cell)

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