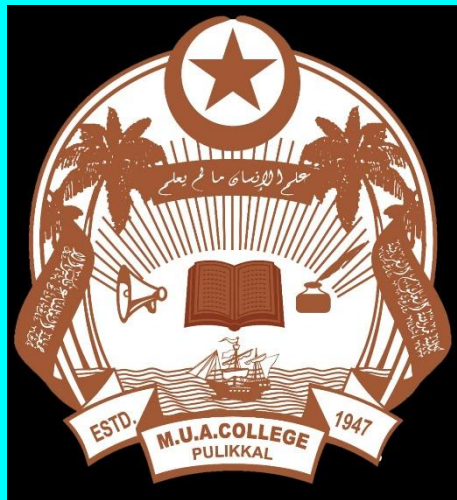


MADEENATHUL ULOOM ARABIC COLLEGE, PULIKKAL



**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

MINUTES









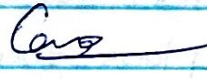


2022-23

Minutes of the IQAC Core Committee held on 24/08/2022
at IQAC Hall, 11.00 am

Agenda

- 1- Department wise Action Plan (Arabic and Economics)
- 2- Faculty Development Programme (FDP)
- 3- Academic Calendar
- 4- Semester Plan
- 5- UG and PG Admission

Attendees

Dr- Sayyid Muhammed Shakir 
Abdul Muneer Poonthala 
Dr- Muhammed Basheer CK 
Dr- Muathasim Billa TP 
Ibrahim PK 
Saeeda Pilathottathil 
Dr- N- Muhammedali 
Abdu Rasheed K P 
Dr- Sabor Navas CM 
Dr- M- Basheer 
Ahamed Basheer-T 

Decisions

1- Semester Plan

- The departmental representatives were asked to submit the course schedule by next monday
- The IQAC Committee suggested incorporating unit tests into the semester plan to enhance student learning.

2- Faculty Development Programme

- The need for conducting FDPs for faculty members was emphasized
- The committee discussed the proposals for organizing FDPs bimonthly and approved the proposed schedule.
- The IQAC committee will be responsible for identifying Resource Persons and finalizing the dates and logistics for the FDPs.

3- Academic Calendar

Dr. Muhammed Basbeer CK presented the revised draft academic calendar for the 2023-24.

The committee approved the academic calendar with minor modifications to include important events and deadlines.

The finalized academic calendar will be circulated to the departments & students and uploaded the same on the College website.

4- Department wise Action Plan (Arabic & Economics):

The representatives from the Department of Arabic & Department of Economics presented their respective action plans for the next academic year.

The action plans focused on improving teaching methodologies, conducting research activities, organizing workshops, etc.

The Committee provided feedback and suggestions on the action plans.

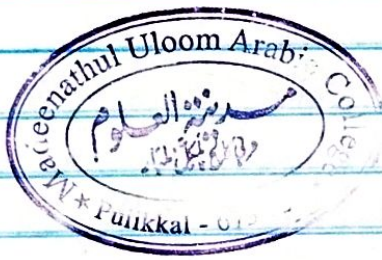
The departmental representatives were asked to submit the final action plans by this month incorporating the feedback from the Committee.

5- Undergraduate & Postgraduate Admission:

The committee reviewed the status of undergraduate and Postgraduate admissions for 2023-24

The marketing and outreach strategies for attracting potential students were discussed.

The committee emphasized the need to streamline the admission process for a smooth students onboarding experience.




Dr. SAYYID MUHAMMED SHAKIR. P
PRINCIPAL
Madeenathul Uloom Arabic College
Pulikkal - 673637
Malappuram District

Minutes of IQAC Core Committee Meeting held on 05th September 2022 at Principal's Chamber:

Time: 2 pm

Agenda:

- Students' Union Election
- Add-on/Certificate Courses
- Mentor-Mentee Programme
- Library Book Purchasing

Members present:

Dr. Saygid Muhammed Shakir P

Ibrahim P K

Dr. Muathasim Billa TP

Saeeda Pilathottathil

Dr. N. Muhammed Ali

Abdu Rasheed KP

Dr. M. Basheer

Dr. Sabar Nawas CM

Abdul Muneer Poonthala

Discussions:

1) Students' Union Election :-

- * The committee discussed the timeline, procedures and guidelines for the upcoming Students' Union Election.
- * The Nomination process will begin on and the Election will be on 11th October 2023
- * A committee will be formed to oversee the smooth conduct of the Election process.
- * A detailed notification regarding the election process will be circulated to all students.

2) Add-on Courses:-

- * The committee discussed the proposal for introducing new add-on courses for the upcoming academic year
- * The Heads of Departments were requested to submit proposals for new Certificate courses relevant to their departments by 31st October
- * The committee will review the proposals and finalize the list of add-on courses to be offered.

3) Mentor-Mentee Programme:-

- * The committee reviewed the implementation of the mentor-mentee programme during the previous ~~year~~ semester.
- * Feedbacks from mentors and mentees will be collected to improve the programme's effectiveness.
- * The programme will be continued in the upcoming semester with necessary modifications.
- * Workshops and Training sessions will be organized to equip mentors with the necessary skills to effectively guide their mentees.

4) Library Book purchasing:-

- * The budget allocated for library book purchasing was discussed and the committee recommended prioritizing titles relevant to the running curriculum
- * The Library Advisory Committee was advised to explore avenues for acquiring e-books and other digital resources.
- * Faculty Members were encouraged to submit recommendations for new books to be added to the Library by 1st November.

- * The Librarian will prepare a list of books for purchase based on faculty recommendations and student needs.

Decisions:

- 1) Finalize the Students' Union Election schedule and form an Election Committee.
- 2) HoDs to submit proposals for new add-on courses by 31st October.
- 3) Implement Workshops and training sessions for mentors.
- 4) Collect feedback from mentors and mentees on the mentor-mentee programme.
- 5) Faculty members to submit recommendations for new library books by 1st November.
- 6) Allocate funds and finalize the library book purchasing list based on the approved recommendations.
- 7) Librarian to prepare a list of books for purchase based on recommendations.
- 8) Explore avenues for acquiring e-books and other digital resources for the library.





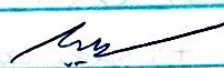
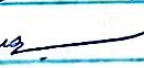



Dr. SAYYID MUHAMMED SHAKIR. P.
PRINCIPAL
Madeenathul Uloom Arabic College
Pulikkal - 673637
Malappuram District

Minutes of IQAC Meeting held on November 29, 2022
at IQAC hall, Time: 3pm

Agenda

- NAAC AQAR Progress
- Internal Examination
- Exam Orientation for students
- Review of Functional Committees' Activities
- PTA Meeting after Internal Exam
- Attendance
- Memoranda of Understanding (MoUs)

Members Present:

1. Dr. Sayyid Muhammad Shaker P 
2. Ibrahim P K 
3. Dr. N. Muhammedali 
4. Dr. Sabur Nawaz CM Cus 
5. Abdul Rasheed K P C 
6. Dr. M. Basheer 
7. Shammud Basheer T 

Discussions:

1. NAAC AQAR Progress:

- The Committee reviewed the Progress of the NAAC AQAR Preparations.
- The designated team members were tasked with collecting data and completing the assigned sections of the report within the deadline.
- The IQAC coordinator was tasked with coordinating with the designated committees and ensuring timely completion of the report.

2. Internal Examinations:

- The Committee discussed the Schedule and preparations for the upcoming internal examinations.
- The MUAC Exam Board was asked to ensure timely distribution of exam schedules to students.
- The faculty members were reminded to complete the syllabus and submit question papers well in advance.

3. Exam Orientation for Students:

- The Committee emphasized the importance of conducting exam orientation sessions for students.
- The HoDs (Heads of Departments) were tasked with organizing department-level orientation sessions to inform students about exam rules, regulations and stress management techniques.

4. Review of Functions/ Committees' Activities:

- The Committee reviewed the activities of various functional committees within the college.
- All committee representatives presented a brief report on their activities, achievements and challenges.
- The IQAC suggested enhancing collaboration between committees and ensuring effective communication.
- The IQAC core committee was assigned to compile the reports and identify areas for improvement in committee functioning.

5. PTA Meetings:

- The Committee decided to organize a PTA meeting after the internal exams.

- The purpose of the meeting will be to discuss student's performance, provide feedback to parents and address their concerns.
- The PTA Secretary Abdul Munir Poonthala was tasked with finalizing the date and agenda for the PTA meeting and inviting parents.

6. Attendance:

- The Committee expressed concern about the low attendance rate among some students.
- The HoDs were asked to monitor student attendance in their respective classes by investigating the reasons behind low attendance and propose strategies to improve it.

7. Memoranda of Understanding (MoUs):

- The Committee discussed the status of existing MoUs with other institutions and the need for exploring new collaborations.
- The principal was authorized to identify potential institution for collaborations and initiate discussion on establishing MoUs.

Decisions:

- Designated team members - Finalize specific Sections of the NAAC AQAR by December 15th, 2022.
- MUAC Exam Board - Ensure timely distribution of exam Schedules and to students.
- Faculty members - Complete the Syllabus and Submit question papers well in advance of exams.
- HoDs - Organize department - level exam Orientation sessions for students.

- IQAC - Compile reports from functional committees and identify areas for improvement.
- PTA Secretary - Finalize the date and agenda for the PTA meeting and invite parents.
- HODs - monitor student attendance in their respective classes and take steps to improve it.
- Principal - Identify potential institutions for collaboration and initiate discussion on establishing MOUs.





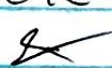

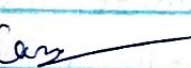
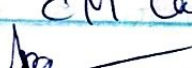

Dr. SAYYID MUHAMMED SHAKIR. P
PRINCIPAL
Madeenathul Uloom Arabic College
Pulikkal - 673637
Malappuram District

Minutes of IQAC Meeting held on March 30, 2023, 2PM
at IQAC Hall.

Agenda

- 1- Evaluation of the ongoing Year
- 2- Preparation for the upcoming academic Year
- 3- Discipline and Code of Conduct reinforcement
- 4- Library enhancement

Attendees :

- 1- Dr- Sayyid Mohammed Shakir P 
- 2- Dr- Mohammed Basheer CK 
- 3- Dr. Muathasim Billa TP 
- 4- Ibrahim P K 
- 5- Dr. Sabir Navas CM 
- 6- Dr- M. Basheer 
- 7- Abdul Rasheed KP 
- 8- Raheeb. T

Discussions :

- 1- Discipline and code of Conduct reinforcement :

— The committee discussed recent incidents of indiscipline and the need to reinforce the college's code of Conduct.

— A decision was made to revise the existing code of Conduct to address emerging issues and Conduct workshops to sensitize students and staff.

— The student's union Advisor Dr. Abdul Munir Poothala was tasked with coordinating the revision of the Code of conduct.

2. Library enhancement:

— The committee reviewed the utilization of Library

resources and identified areas for improvement.

- A decision was made to extend library hours subscribe to more online databases, and organize training sessions for students on accessing e-resources.
- The Librarian was tasked with developing a plan to implement the decided actions.

3- Evaluation of the ongoing year:

- The Committee members presented reports on the activities and achievements of their respective departments/committees during the current academic year.
- A collective discussion was held to identify strengths, weaknesses, opportunities, and threats (SWOT analysis) for the college.
- The IQAC Coordinator was tasked with compiling the reports and SWOT analysis into a comprehensive document for future reference.

4- Preparation for the upcoming academic year:


- The Committee initiated preliminary discussion on the preparations needed for 2023-24.
- The IQAC Coordinator was tasked with finalizing the academic calendar in consultation with HODs.
- The committee decided to organize an orientation programme for new faculty & staff members.

Action items.

- The Coordinator of IQAC: Coordinate revision of code of conduct
- Librarian: Develop a plan to implement library enhancement initiatives.

- IQAC Coordinator : Compile reports and SWOT analysis into a document.
- The Coordinator of IQAC: Finalize academic calendar and course curriculum-




Dr. SAYYID MUHAMMED SHAKIR. P
PRINCIPAL
Madeenathul Uloom Arabic College
Pulikkal - 673637
Malappuram District