

# **MADEENATHUL ULOOM ARABIC COLLEGE, PULIKKAL**



## **INTERNAL QUALITY ASSURANCE CELL**



**MINUTES**

**2023-24**



Minutes of the special IQAC Meeting held on 06/06/2023 (11:00 AM) at chamber of the principal, Madeenathul Uloom Arabic College.

Members present :-

1. Abdul Rahman
2. Ibrahim PK
3. Dr. Muhammed Basheer CK
4. Ahmed Basheer T
5. Dr. M. Basheer
6. Dr. Muatharim billah TP
7. Saeeda Rasheda Hathi

Agenda:

1. Finalization of the Academic Calendar.
2. Department-wise (Arabic and Economics) Action Plan.
3. Semester Plan Review
4. Establishing functional committees and Formulating Action Plan.
5. Implementation of Uniform Dress Code.
6. UG and PG Admission Strategies
7. Faculty Development Program (FDP)
8. Discipline and Code of Conduct
9. Infrastructure Maintenance
10. Mentor-Mentee System Enhancements

The meeting commenced with a welcome address by Dr. Muhammed Basheer CK (Coordinator IQAC), who emphasized the importance of the IQAC in enhancing institutional quality and achieving academic excellence.

1. Academic Calendar Finalization:

- One draft academic calendar for the year 2023-24 was presented by the



1. IAC coordinator and thoroughly discussed.

- Members provided inputs, and the calendar was approved with minor adjustments.

## 2. Department-wise Action Plan:

- Arabic Department: Focus on organizing seminars, enhancing research publications, and conducting skill-based workshops for BA Functional Arabic and MA Post-Afzalul Ulama students.

- Economics Department: Plan to introduce guest-lectures on Islamic Finance and practical sessions for BA Economics with Islamic Finance students.

## 3. Semester Plan Review:

- A detailed semester-wise plan was outlined focusing on curricular, co-curricular, and extra-curricular activities.

- Regular reviews were decided to ensure adherence.

## 4. Formation of- Functional Committees:

- Committees for Admission, Discipline, Cultural Activities, Library Development, and Anti-Ragging were formed.

- Action plan for each committee were discussed and finalized.

## 5. Uniform Dress Code:

- After a detailed discussion, it was decided to implement a uniform dress code from the upcoming academic year to promote



equality and discipline

- Guidelines regarding the dress code will be circulated among students and staff.

#### 6 UG and PG Admissions:

- Strategies to increase enrolment in programmes like BA Afzal ul Ulama, BA Functional Arabic, BA Economics with Islamic Finance, and MA Post-Afzal ul Ulama were discussed.
- Focus on conducting outreach programmes and online promotional campaigns.

#### 7 Faculty Development Programme (FDP):

- An FDP titled "Tips to Be a Model Teacher" was scheduled for July 2023.
- Resource persons with expertise in modern teaching methodologies will be invited.

#### 8. Discipline and Code of Conduct:

- A code of conduct for students and staff with minor changes from the last year was proposed and approved.
- Orientation sessions on the code of conduct will be conducted in the upcoming weeks.

#### 9. Infrastructure Maintenance:

- Immediate maintenance work for classrooms, informatics Centre, and library facilities was prioritized.
- Budget-allocation and timelines for completion were discussed.



### 10. Mentor-Mentee system:

- The current mentor-mentee system was reviewed and it was decided to increase the frequency of mentor-mentee interactions.
- Training sessions for mentors were planned to improve effectiveness.

### Key Decisions:

1. Approval of the Academic Calendar for 2023-2024.
2. Implementation of the Uniform dress code from the upcoming academic year.
3. Formation of functional committees with action plans for effective execution.
4. Scheduling of FDP on "Tips to Be a Model Teacher" in July 2023.
5. Enhanced mentor-mentee interactions and training for mentors.
6. Strategic outreach initiatives to boost UG and PG admissions.

The meeting concluded with a vote of thanks by the NAAC Coordinator Dr. Abdul Muneeer Poonhala, who appreciated the active participation and constructive suggestions from all members. The principal emphasized the collective responsibility of implementing the decisions effectively.

The meeting adjourned at 12:30 PM.



Dr. SAYYID MUHAMMED SHAKIR, P  
PRINCIPAL  
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Malappuram District



Minutes of- the IQAC meeting held on 23/8/23 at principal's chamber, 2 pm.

Members present:

1. Abdul Rahman ✓
2. Dr. Muhammed Basheer ✓
3. Ibrahim ✓
4. Dr. M. Basheer ✓
5. Dr. Muathasir Billah ✓
6. Sacada Alathathath ✓
7. Abdul Munee Poothale ✓
8. Dr. Muhammed Aman K ✓

Agenda :-

1. TIPS Home Visit (Teachers' interaction with parents & students)
2. Induction programme for new entrants.
3. Bridge courses for entry level students.
4. Department-wise curriculum workshop (Arabic & Economics) for students.
5. Entry-level Test.
6. Remedial coaching for weak students.
7. "ALIMS" Alumni interaction to motivate students.
8. Add-on/certificate courses.
9. Blood donation Camp under NSS units.

The meeting began with a welcome address by the IQAC Coordinator, highlighting the agenda items and their relevance to institutional growth and student-development. The meeting was presided over by the principal.

1. TIPS Home Visit:

- The initiative to strengthen teacher-student-Parent relationships through home visits was discussed.
- Teachers were encouraged to participate.



actively to identify challenges faced by students and provide necessary support.

- A schedule for home visits was proposed and approved.

## 2. Induction Programme:

- A detailed plan for the Induction Programme for new students was presented.
- The programme will include orientation sessions, motivational talks, and campus walk.
- Responsibilities for organizing the event were assigned to faculty members.

## 3. Bridge Courses:

- Bridge Courses were planned to help entry-level students adapt to the curriculum, especially in Arabic, English and Economics.
- The Arabic Department proposed an introductory language skill course, while the Economics Department suggested basic concepts workshops.

## 4. Department-Wise Curriculum Workshop:

- Workshops on curriculum orientation for students were scheduled for Arabic and Economics departments.
- The aim is to familiarize students with their courses and foster academic preparedness.

## 5. Entry-Level Test:

- An entry-level test will be conducted for newly admitted students to assess their academic standing.
- The results will help identify areas requiring remedial coaching.

## 6. Remedial Coaching:

- Remedial classes were planned for students requiring additional support.
- Faculty members volunteered to conduct



sessions outside regular hours to ensure academic improvement.

#### 7. "ALIMS" Alumni Interaction:

- An interactive session with alumni "ALIMS" was scheduled to inspire and motivate students.
- Alumni will share their experiences and guide students on career opportunities, life skills etc.

#### 8. Add-on/certificate Courses:.

- Proposals for introducing Add-on/certificate courses in relevant fields were discussed.
- Departments were asked to prepare detailed syllabi with all relevant details.

#### 9. Blood Donation Camp: -

- The NMS unit proposed organizing a blood donation camp.
- Responsibilities for coordinating the event, including inviting donors and ensuring medical facilities, were assigned.

#### Key Decisions:

1. Approval of the TIPS Home visit initiative with a finalized schedule.
2. Induction programme to be held in the second week of August- 2023.
3. Implementation of Bridge courses for Arabic and Economics departments.
4. Curriculum workshops to be conducted within the first two weeks of the semester.
5. Entry-level test to be conducted during the first week of classes.
6. Remedial coaching to be initiated based on entry-level test results.
7. "ALIMS" Alumni interaction scheduled for



- mid-september.
8. Add on courses to be introduced by the first week of next month.
  9. Blood Donation Camp to be organized in October under NSS supervision.

The principal concluded the meeting by emphasizing the importance of timely implementation of all decisions and encouraged collaborative efforts to achieve institutional goals. The IQAC Coordinator thanked the members for their active participation.

The meeting ended at 4 PM.



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## Minutes of the 100<sup>th</sup> Meeting

Date: 28/10/2023

Time: 03:00 pm

Venue: Department of Arabic

### Members Present:

1. Abdel Rahman Al-Khateeb ✓
2. Ibrahim PK ✓
3. Dr. Muathar binillah. GP. ✓
4. Saeeda Al-Hattat ✓
5. Abdul Muner Boonthala ✓

### Agenda:

1. Internal Examination Schedule and improvements.
2. Faculty Development Programme (FDP) on Innovative Teaching Practices.
3. Upgrading Library Resources.
4. Maintenance of ICT-Enabled Tools in the classroom.
5. College Stock Registered Updation.
6. Review of Academic Monitoring Cell (AMC) Activities.

The meeting began with the principal's preface address, emphasizing the importance of the agenda items in enhancing the academic and infrastructural quality of the institution.

### 1. Internal Examination:

- A discussion was held on the current Internal Examination Schedule and methods to improve its efficiency.



- Suggestions included preparing a uniform question paper format, ensuring timely evaluation, and providing detailed feedback to students.
- The faculty members agreed to conduct a review meeting after each internal examination to address any challenges and to conduct class PIA meetings.

## 2. FDP on Innovative Teaching Practices.

- A proposal for organizing an FDP focused on innovative teaching methods was presented by Muhammed Aman. K.
- The programme will include sessions on blended learning, ICT integration, and classroom engagement strategies.
- It was decided to lead the FDP by the resource persons from our own faculty members.
- Tentative dates for the FDP were scheduled for December 2023.

## 3. Upgrading Library Resources:

- The Librarian presented a report on the current state of library resources and proposed the addition of new reference materials, journals, and e-books.

- It was resolved to allocate funds for purchasing resources in Arabic, Economics, and interdisciplinary studies.

## 4. Maintenance of ICT-Enabled Tools:

- The meeting highlighted the need for regular maintenance of ICT-enabled tools in classrooms, including projectors, smart boards, and audio-visual equipment.

- A maintenance schedule was proposed, and the staff members in charge were



instructed to conduct routine checks.

- Additional funding for upgrading outdated equipment was approved.

#### 5. College Stock Register Update:

- The college stock register in charge Ibrahim PK briefed the members on the progress of updating the college stock Register.
- It was decided to complete the stock verification process by the end of the semester and ensure proper documentation.

#### 6. Review of AMC Activities:

- The AMC convenor Dr. Abdul Muneeb Poonkula presented a review report on the activities of the Academic Monitoring Cell (AMC).
- The cell's efforts in tracking syllabus coverage, student performance and faculty workload were appreciated.
- Suggestions were made to strengthen the AMC by incorporating digital tools for monitoring and reporting.

#### Resolutions: -

1. Internal examination improvements, including uniform question paper format and detailed student feedback.
2. Organizing an FDP on innovative teaching practices in December 2023.
3. Allocating funds for upgrading library resources and integrating digital databases.
4. Scheduling regular maintenance for ICT-enabled classroom tools and upgrading outdated equipment.
5. Completing College stock register update and verification by the semester's end.
6. Enhancing the effectiveness of the Academic Monitoring Cell.



In closing the principal stressed the critical importance of timely execution of the decisions and the need for all stakeholders to work together effectively. The NAAC Coordinator extended his gratitude to the members for their active participation and valuable contributions.

The meeting ended at 4:30 pm.



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Resolutions:



## Minutes of the IQAC Meeting

Date: 28/11/2023, 2 pm

Venue: Principal's chamber

### Members Present:

1. Ibrahim PK Sh
2. Dr. M. Badreer Ms
3. Dr. Muathasim billah. IP. Yell
4. Raheeb T Rah
5. Dr. Muhammed Aman K A

### Agenda:

1. Reviewing Departmental Performances
2. Feedback collection and Analysis
3. Campus Beautification initiatives
4. Planning World Arabic Day celebration.

The IQAC Coordinator welcomed the members and emphasized the importance of the agenda points in ensuring academic and infrastructural excellence.

#### 1. Reviewing Departmental Performances

- Heads of the Departments presented performance reports for their respective departments, highlighting achievements and challenges.
- Discussions focused on syllabus completion, faculty workload, and student-performance metrics.
- Suggestions were made to enhance interdepartmental collaboration and share best-practices.

#### 2. Feedback Collection and Analysis:

- The AMC coordinator presented a summary of feedback collected from students, parents, and faculty.
- Key areas for improvement included enhancing ICT integration in teaching, organizing more co-curricular activities, and addressing infrastructure gaps.



- It was resolved to set up a dedicated Feedback analysis committee to ensure actionable outcomes.

### 3. Campus Beautification initiatives:

- Members discussed various beautification projects, including landscaping, tree planting, and setting up a waste management system.
- A proposal for creating student-volunteer groups under @hoomitrasena club to assist with campus cleanliness and maintenance was approved.
- The meeting resolved to allocate funds for these initiatives and ensure their timely implementation.

### 4. World Arabic Day celebration:

- Plans for celebrating World Arabic Day on 18<sup>th</sup> December were discussed.
- Proposed activities by Arabic club included guest-lectures, cultural programmes, an Arabic calligraphy exhibition, and student-competitions.
- A committee was formed to oversee the planning and execution of the event.

### Resolutions:-

1. Enhance departmental performance through better collaboration and regular review meetings.
2. Form a feedback analysis committee to address concerns and implement improvements.
3. Initiate campus beautification projects with active student participation.
4. Organize a comprehensive World Arabic Day celebration with diverse activities and programs.

The Principal concluded the meeting by emphasizing the need for collective efforts to achieve the resolutions. The WAC coordinator expressed gratitude to the members for their inputs and commitment.

The meeting ended by 3.30 Pm.



Minutes of the whole staff meeting convened by IQAC  
 Date: 16/12/23, 1:30 pm, Venue: PTA Seminar Hall.

Members Present :

1. ~~Abdel Rahman~~ ~~ICP~~ ✓
2. Dr. M. Basheer ✓
3. Ab del Munegh Poonthak ✓
4. Ibrahim. PK ✓
5. Hahsath. U ✓
6. Dr. Moosa P. ✓
7. Ahammed Basheer. T ✓
8. Dr. Muatharim billah. T.P. ✓
9. Raheeb T. Rah ✓
10. Dr. MUHAMMED AMAN K A ✓

Agenda :

1. AQAR pre-submission Demonstration
2. Website Updation
3. Organizing Guest-lectures on Contemporary Topics

The IQAC coordinator welcomed the staff and underscored the importance of the agenda in aligning institutional goals with NAAC requirements and promoting academic excellence.

1. AQAR Pre-submission Demonstration :

- The IQAC coordinator presented a detailed demonstration of the Annual Quality Assurance Report (AQAR) pre-submission process.
- Key focus areas included documentation of departmental achievements, best-practices,



and student performance metrics.

- Members were urged to review their departmental data for accuracy and completeness before the final submission.

## 2. Website Updation:-

- The need to update the college website with recent achievements, events and faculty profiles was discussed.
- Suggestions included integrating student-resources, alumni achievements, and an interactive feedback mechanism.
- It was resolved to take necessary actions in this regard by the Faculty member in charge Navas Kolathikkal and to oversee the website updation process.

## 3. Guest-Lectures on Contemporary Topics:-

- Proposals for organizing guest-lectures on relevant and contemporary issues were tabled.
- Topics suggested included "Digital Transformation in Education," "Environmental Sustainability," and "Challenges in the Modern Job Market."
- Departments were tasked to identify resource persons and finalize dates for these sessions.

## Decisions:-

1. Ensure the accuracy and completeness of departmental data for AACAR Submission.
2. Assign Navas Kolathikkal to oversee and execute Website updation tasks.
3. Organize a series of guest-lectures addressing contemporary and interdisciplinary topics.



The principal thanked the staff for their active participation and reiterated the significance of timely execution of the <sup>re</sup>solutions. The meeting concluded with the IQAC coordinator expressing appreciation for the collaborative spirit among the staff.

The meeting ended at 3.30 PM



  
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