

Minutes of the meeting of AL-Ameen college
IQAC held on 10 June 2015, at 3:30 pm in
board room.

Agenda :-

Discussion of NAAC Peer team Report.

Members Present:

Prof. M.B Sasidharan

VIJAYA GOPINATH M

Aisha Beevi K.T

Pooya Jeas

Bisha E.Y

Beenath N-Joy

Abdul Hakeem

Vinitha T

Dino Vargha

Pradeep Kumar

DAVIS KOR

Indu.G

Rajuma KB

Dr. Anba Nair (Principal)

VINITHA.T

Melamed Sahil (Student Representative)

The first meeting of IQAC in the
academic year 2015-16 held on June 2015 at
3:30 PM and was presided over by the principal
Dr. Anitha Nair. The principal welcomed the new
IQAC-co-ordinator, Dr. Cini Kurian.

The committee has an elaborate discussion regarding
NAAC peer team Report and put forward the following
decisions

- Implementation of academic monitoring system
and the formation of academic monitoring
committee.
- As per the peer team Report: Best researcher
award and Department award is to be rewarded.
- Decided to recommend the following new courses.
 - 1) Bsc Mathematics.
 - 2) Hsc Petrochemicals
- The committee has unanimously decided to
form an interdisciplinary research committee to
promote interdisciplinary research.
- AAR of the academic year has to be submitted
before 31 August. A subcommittee is to be
formed for the preparation of the AAR.
- It is decided to provide a charity box
to every department and every Friday collection
should be initiated by the department.
- The department visit to cancer ward of govt Hosp-
ital was decided to make mandatory and
also decided to handover a monthly donation of
Rs 5000/-.
- It is decided to do intensive anti-drug and
anti ragging campaigning in the campus.

Principal
AL-AMEEN COLLEGE
EPATHALA, ALUVE 683



The meeting was over by half an hour

IQAC Co-ordinator

Dr. Cini Kurian

Minutes of the meeting of Al-Ameen College IQAC held on 24 July 2015, at 2 PM in Conference Room.

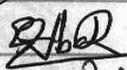
Agenda :- Action plan of IQAC for the academic year 2015-16

Members Present:

Dr Anita Nair (Chairperson) 

DAVIS K. R. 

Indu. G. 

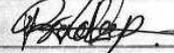
Hiba Rahman. E. 

Abdul Hakkeem P.M. 

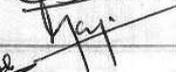
Vinitha. T. 

Bisha. E. Y. 

Rajeevak B. 

Pradeep Kumar E. 

Beenadhis N. Joy 

VIJAYA GOPINATH M. 

Priya Jees 

Aisha Beevi K. T. 

Dino Varghu 

The meeting was presided over by the chairperson, Dr. Anita Nair and started at 2 PM with a silent prayer. The minutes of the previous session was read and approved.

It is decided to conduct the following quality enhancement programmes during this academic year.

- An interaction with councilor for the first year students.
- As civil service has become dignified; it is decided to give a motivational class for IAS aspirants.

• PBAS of the teachers for the last academic year should be submitted.

• On line feedback on teaching learning should be initiated this academic year and it is decided to form a feedback committee.

IQAC Coordinator
Dr. Cini Kurian

PRINCIPAL
AL-AMEEN COLLEGE
EPATHALA, ALUVA 683



Minutes of the meeting of Al-Ameen college
IQAC held on 1 September 2015, at 3:00 PM in
Conference Room.

Agenda:-

- i) Club/Cell Activity - follow up
- ii) Submission of AQAR for the Academic Year 2014-15
- iii) Complete Automation of Attendance.

Members Present:

Dr Anila Maroof (Principal)

Rajama KR Poija Jeas

Indu G

Pradeep Kumar E

Beena Mathias A Joy

Abdul Hakkeem P.M

VINITHA T

Bisha GY

Hiba Rahman E

DAVIS K R

Dino Varughese

VIJAYA GOPINATH M

The meeting was started with a silent prayer at 3 PM. The minutes of the previous meeting was read and approved.

The following decisions were made

• It is decided to instruct all the Head of the departments to prepare an intensive remedial teaching plan.

• As part of implementing the Automated Attendance System; it is decided to purchase

TABLETS for all the departments.

- As UVC has changed to complete E-Schemes, the ICEAC coordinator is entrusted to do the registration of the college in UVC-E Schemes.
- It is decided to conduct a meeting with all club and cell coordinators with immediate effect and a subcommittee was formed.
- The ICEAC coordinator has presented the AOR in the meeting and got approved.
- It is decided to redesign the tutorial hand book.
- It is decided to conduct more motivational class and some general awareness class.

Meeting ended at 4:pm.

ICEAC coordinator
Dr. Cini Kurian

PRINCIPAL
AL-AMEN COLLEGE
EPATHALA, ALUVA '683



Minutes of the meeting of Al-Amen college ICEAC held on 2 November 2015, at 2:30 PM in Conference room.

Agenda: -

- 1) Student enrichment programmes
- 2) LMS MOODLE

Members Present :

- Dr Anita Nair (Principal)
- Pro. MB Sasidharan
- Ms Leena Varghese
- Ms. Indu OJ
- Ms. Daly KR
- Ms. Hiba Rahman
- Ms. Beenatries N joy
- Ms. Rahimol Ramesh
- Mr. Sinulal KS
- Dr. Cini Kurian (ICEAC-coordinator)

Decisions:

It is decided to ~~ex~~ execute a scholarship b 'Kochunni Master Memorial' for the meritorious students. Ms Hiba Rahman ~~Scholarship~~ ~~Coordinator~~ was entrusted to do the necessary documentation process for the same.

- 1) Online Feedback analysis from students about teachers has to be taken immediately.
- 2) The meeting ~~dis~~ discussed the various green initiatives yet to be implemented in the campus. It is decided to convert all bulbs into LED.

- 3) A meeting with SSP coordinators and ICAAC coordinator to be held immediately to monitor the progress.
- 4) The meeting decided to finalize the ACOAR preparation by taking the inputs from all the departments after conducting a HOD meeting immediately.
- 5) Promote the ~~res~~ research aptitude of PG students; it is decided to conduct a project present competition for PG students before the 4th semester examination. External experts should be invited as judge of the program.
- 6) It is decided to conduct gender audit and dropout survey immediately.

ICAAC Coordinator
Dr. Cini Kurian

PRINCIPAL
AL-AMEEN COLLEGE
EDATHALA, ALUVA 683 564



Minutes of the meeting of Al-Ameen college
ICAAC held on 23 November 2015 2015
2015, at 3:30pm, in Board room.

Agenda:-

- 1) Internal Audit
- 2) Merit day
- 3) Empowerment Programme for Administrative Staff.

The meeting started with a silent prayer 3:30 PM. The minutes of previous meeting was read and approved. The following decisions were made

1) It is decided to conduct internal academic audit in the month of March. An external expert to be invited for same. A format and check list to be prepared and circulate to all the departments.

2) Merit day for the year 2015-16 to be celebrated.

3) At least two Empowerment programme for administrative staff to be conducted.

4) The detailed report and power point to be presented in the Management committee meeting.

ICAAC Coordinator
Dr. Cini Kurian