

Minutes of the meeting of Alameen College IOAC held on  
4 June 2018, at 2:30 PM in Board room.  
Agenda :-

- 1) Zero hour implementation
- 2) Moodle launching of Mobile App.

Members Present

M. B. Sasidharan Sud

Ms. Leena Naeghere Leena

Ms. Vinitha T V.P.

Mrs Indu G I.G.

Daly - K R Daly

Ms. Fibaa Rahman Fibaa

Ms. Beenujries N Joy Beenu

Abdul Hakkeem Dinner

Mr. Raphael PV R.P.

Dr. Cleva McCormick C.M.

The first meeting of the IOAC of Academic year 2018-19 held on 4<sup>th</sup> June 2018 at 2.30 PM and was presided over by the Principal Prof. M B Sasidharan. After the formal welcome by IOAC coordinator followed by Re-general discussions, the below decisions were made.

- 1) E-governance centre started in the college
- 2) Academic and Administrative audit has been done and a detailed report is prepared.

The committee has further decided to implement the following Academic year 2018-19

- Each department has to prepare an action plan and academic calendar and submit to the Principal on or before 15<sup>th</sup> June 2018
- It is decided to implement Moodle to a larger extent
- Decided to APP For Launch APP for Moodle
- It is decided to purchase one more laptop for all departments exclusively for Moodle utilization.

- It is decided to submit proposals for the following infrastructure augmentation to the management - Renovation of the Aided Lab, Open Stage, Sound System, in all class rooms, Projector in all class.
- More modules of ERP Software should be used for Effective Egovernance implementation.
- The members have unanimously suggested to have an extra hour (zero hour) for efficient and effective conduct of all Student Support Programs.
- It is decided to Add library hour, Moodle hour in the department time table.
- The committee has decided to apply for B.Voc Sound Engineering course.
- The committee has decided to apply for RUSA phase I
- STAR College Proposal
- Decided to appointment placement consultant
- To draft a remedial policy, IQAC coordinator is entrusted to handle the same.
- Departments are instructed to start the Bridge course

The meeting concluded in an hour

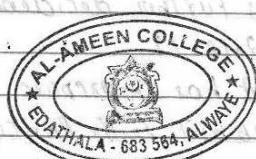
Principal

Sak

Prof. Sasidharan M.B  
Associate Professor  
In-Charge of Principal  
Al-Ameen College, Edathala

IQAC Coordinator

Dr. Cini Kurian



Minutes of the meeting of Al-Ameen College IQAC held on 17<sup>th</sup> July 2018 at 2:30 PM in Board Room.  
Agenda:-

- 1) Appointment of placement consultant
- 2) RUSA - Application
- 3) Publication of Research journal

Members Present

Mr. B. Sasidharan Sak  
Ms. Leena Varghese Leena

Dr. Leji Latheef Jey  
Mr. Indu G. Indu  
Daly. J. Daly

Abdul Hakeem Amm  
Ms. Rahimol Ramesh Rahimol  
Mr. Shabul K.S. Shabul

Deepthi Serene Jose Deepthi  
Do Class ICoordinator DCI

The meeting was presided over by the chairperson, Prof MB Sasidharan, and started at 2:30pm with a Silent Prayer. The minutes of the previous was read and approved.

The following decisions have been made

- 1) To identify and nurture the cultural, artistic and Sports talent of the Students.
- 2) To implement mentoring system more effectively.
- 3) It is decided to forward a proposal to appoint a placement consultant permanently
- 4) For applying to the RUSA phase I project a committee has been formed with Dr. Leji Latheef,

as coordinator

- 5) The teachers who are attending seminar and workshop would be give incentives.
- 6) In order to increase the usage of library, some strategy should be adopted for which librarian is entrusted with
- 7) Students should be given competitive exam training
- 8) It is decided to publish research journal by the month of October and Newsletter by September.
- 9) It is decided to organize a FDP program to improve the mentoring skills of teachers.
- 10) The formal procedure to follow for A&A has been discussed in detail.
- 11) It is decided to select the criteria coordinators and the members for the NAAC A&A process
- 12) Decided to give French training cum EHT for students
- 13) It is decided to conduct a Career Orientation program for the first year our student by Dr. Vengharaman, the famous trainer.
- 14) criteria wise team has been formed with following Members. as coordinators.

Ms Vinitha T : criteria 1

Ms Nisha Joseph: Criteria 2

Ms Zaina M H : Criteria 3

Ms Ambily : Criteria 4

Ms Dorothy Joseph : Criteria 5

Ms Kala N : Criteria 6

Ms Jiss Terese : Criteria 7

I COAC Coordinator

Dr Cini Kurian



Minutes of the meeting of Al-Ameen college I COAC held on 4 September 2018 at 2:30 PM in Board room

### Agenda

- 1) Submission of ACAR for the academic year 2017-18
- 2) Formation of IRR cell
- 3) Submission of NIRF

### Members Present

m.B. Sasidharan Sasi

Ms. Leena Varghese Leena

Dr. Leji Calheep Ajay

Ms. Vinitha T Vinitha

Mrs. Indu.G Indu

Ms. Leiba Rahman Leiba

Chitavanganan K.V. KV

Ms Rahimol Rahimol

Mr Sankal K.S. Sankal

Dr. Cini Kurian Cini

Shaikh M.S. Rashid

The meeting started with a silent prayer 2:30 pm  
The minutes of previous meeting was read and approved.

To inform all the HOD's to have certificate courses on relevant subjects as per current scenario.

To The meeting has entrusted. I COAC

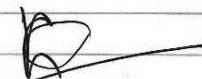
coordinator to arrange a faculty development program at the earliest.

- It is decided to start an IPR cell in the college.
- Data validation with respect to the AACAR should be done by all Head HOD's.
- The meeting has entrusted Ms Keena Varghese to submit the data with respect to NIRF.
- Department level placement coordinator should work with placement consal consultant And at least five placement drive should be conducted in the college this year.
- It is decided that all the teachers should upload question Bank collected from the students in the website.
- SMS alert to parents should be given with regard to attendance from the ERP Software.
- Soft Skill training for first year students should start immediately and it is decided to start utilize Saturdays and zero hour for the training. An MoU should be signed for the same.
- To maintain transparency in the CIE process the new module of the ERP software should be used for internal mark.

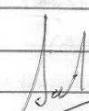
generation. So that internal mark should be generated automatically without manual mark generation intervention.

- Competitive exam training Session especially CAT, MAT training should start immediately.

Meeting ended at 4:30 pm



IQCAC Coordinator  
Dr. Cini Kurian

  
Prof. Sasidharan M.B  
Associate Professor  
In-Charge of Principal  
Al-Ameen College, Edathala



Minutes of Meeting of Al-Ameen College  
IOAC held on 10 October 2018, at 3:30 pm in  
Board room.

Agenda :-

- 1) Academic Scholarship for meritorious students
- 2) Preparation of Policy and Strategic Plan revision.
- 3) ACAR

Members Present

M. B. Sasi Dhavan Sasi

Mrs Indu G I

Daly P R Daly

Ms. Hiba Rahman Hiba

Ms Preenabees N Joy PB

Mr. Sivulal KS S

Deepthi Scaria Jose DS

Dr. Cini Kurian C

Bhambhani Ronal

Namitha. Salim NS

Decisions

- 1) It is decided to institute a scholarship 'Kochunni Master Memorial' for the meritorious students. Ms Hiba Rahman Scholarship coordinator is entrusted to do the necessary documentation process for same.
- 2) Online Feedback analysis from students about teachers has to be taken.

immediately.

- 3) The meeting discussed the various green initiatives yet to be implemented in the campus. It is decided to convert all bulbs in to LED.
- 4) A meeting with SSP coordinators and CWS coordinators to be held immediately to monitor the progress.
- 5) The meeting decided to finalize the ACAR preparation by taking the inputs from all the departments after conducting a HOD meeting immediately.
- 6) To promote the research aptitude of our students it is decided to conduct a project presentation competition for the our students before the 4<sup>th</sup> Semester examination. External experts should be invited as judge of the program.
- 7) It is decided to conduct gender audit drop out survey immediately.

Prof. Sasi Dhavan M.B.  
Associate Professor  
In-Charge of Principal  
Al-Ameen College, Edathala



IOAC Coordinator  
Dr. Cini Kurian

Minutes of the meeting of AlAmeen college  
IOAC held on 23 November 2018 at 10:30 am  
in Board room

#### Agenda:

- 1) Revamping of website
- 2) Training and workshop for staff empowerment
- 3) Qnm Data preparation

#### Members Present:

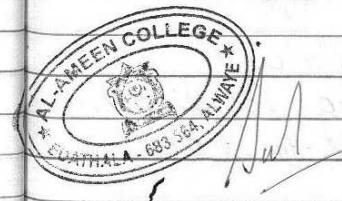
M. B. SasiDharan Sasi  
Ms. Leena Varghese Leena  
Dr. Leyla Latheef Ley  
Ms. Vinithra T Vinithra  
Mrs Indu G I  
Daly B R Daly  
Ms. Meiba Rahman Rahman  
Ms Beenukutty N Beenu  
Abdul Hakeem Ah  
Chittaranjan K V Chittaranjan  
Ms Rehman Ramesh Rahmi  
Dr. Cletus Kurian Cletus  
Ghamini M H Ghamini  
Narimtha Salim. NB

#### Decisions:

- 1) Detailed discussions about revamping the college website has been carried out and it is decided to modify the website

and the contract may be handed over to new developers

- 2) INFIBENET and NLIST membership should be given to all the newly appointed teachers including all the Self-financing sessions. All the PGR students should be given the access to these E-resources.
- 3) Open Text book examination system should be experimented in PGR internal examination
- 4) Research methodology workshop should be for all the PGR students. The resource person should be selected from both science and arts stream.
- 5) Since some additional features added in the college ERP software, it is decided to give training for the staff immediately.
- 6) The IOAC coordinator explained the challenges in the new SSR format and order to monitor the work-flow with respect to qnm. It is decided to conduct a session to present the qnm power point



Prof. SasiDharan M.B  
Associate Professor  
In-Charge of Principal  
Al-Ameen College, Edathala

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IOAC Coordinator  
Cini Kurian.

Minutes of the meeting of Al-Ameen college  
IOAC held on 4 January 2019 at 3:10 PM  
in Board room.

Agenda :-

- 1) Review on criteria wise data preparation
- 2) Reforms to implement For CIE process

Members Present:

Mr. Sasiidharan ~~Sal~~  
Ms. Leena Varghese ~~here~~  
Dr. Leji Ladhey ~~ay~~  
Ms. Vinitha ~~T~~  
Mrs. Indu G ~~S~~  
Dady DR ~~ay~~  
Ms. Hiba Rahman ~~Elbad~~  
Ms. Beenukutty ~~N Joy~~  
Mr. Sivakal ~~kr~~ ~~G~~  
Deepthi Scaria Jose ~~is~~  
Dr. Cini Kurian ~~h~~  
Shamsi. M H ~~final~~  
Namitha Salim ~~NB~~

Decisions

- 1) It is decided to hold a criteria wise evaluation meeting. Each criteria coordinators should present the power point of the qm they have collected.

- 2) It is decided to hold a crite apply for UBA
- 3) In order to promote research especially interdisciplinary research culture. It is decided to organize a workshop. Ms Vinitha, HOD, Department of Mathematics is entrusted to do it
- 4) It is decided to give an orientation for the parents in view of the current trend of early marriage of girls in our institution
- 5) Decided to collect question bank from students for internal examination and upload in the LMS Moodle.



Prof. Sasiidharan M.B  
Associate Professor  
In-Charge of Principal  
Al-Ameen College, Edathala

IOAC coordinator  
Dr. Cini Kurian

Minutes of the meeting of Alameen College  
ICAC held on 5 March 2019 in Board room.

Agenda :-

- 1) Training program for administrative Staff
- 2) Internal Academic Audit
- 3) Review on SSR Preparation

Members Present

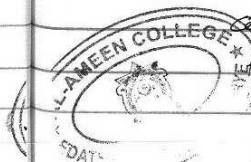
M.B Sabidharan Sabu  
 Ms. Leena Vargese Leena  
 Dr. Leyi Lalhey Leyi  
 Ms. Venitha Venitha  
 Mrs. Indu G Indu  
 Daly Daly  
 Ms. Tifa Rahman Tifa  
 Ms. Beenukuri N Jay Beri  
 Abdul Habbeem DH  
 Chitavanyan K.V Chitava  
 Ms. Rahumah Ramesh Rahumah  
 MR Sankar Sankar  
 Deepthi Scaria Jose Deepthi  
 Dr. Cini Kurian Cini

Naintha Salim Naintha

Decisions:

- 1) To conduct train Session on proposed zero waste project to the facility maintenance staff

- 2) To conduct training on professional etiquette for administrative Staff.
- 3) To conduct workshop on ICT for effective communication.
- 4) To conduct training in College ERP Software and LMS for ~~new~~ joiners during vacation
- 5) To conduct an orientation program on NAAC new frame work by Dr Sabukutty - ICAC coordinator of ST. Joseph's College, Mulamattom
- 6) To analyses the Status of SSR Preparation
- 7) To conduct green audit of the Campus. Nature club is assumed this responsibility
- 8) To take necessary steps for a fully automated library. Ms Ambily, librarian is entrusted to do the necessary steps
- 9) The Internal academic audit of the year 2018-19 to be completed before April 10 itself
- 10) Incubation center to promote Entrepreneurship among students to be started this academic year itself
- 11) OBE workshop to be conducted at the earliest and CO-PO mapping and evalution to be done for the pass out batch students



Prof. Sabidharan M.B  
Associate Professor  
In-Charge of Principal  
Al-Ameen College, Edathala

ICAC Coordinator  
Cini Kurian