

27.08.2019

IQAC Circular

All the IQAC members are requested to attend a meeting to be held on 03.07.2019 @ Conference Hall at 11.45 a.m. to discuss the following agenda:

- 1) Academic activities of IQAC and Dept.
- 2) AQAR Preparation
- 3) Faculty Development Programme
- 4) OBE Workshop
- 5) NSS and NCC activities.
- 6) New Education Policy.
- 7) Any other matter.

A. T. 27/6/19
IQAC Coordinator

Pragw. 27/6/19
Principal

PRINCIPAL
C.ABDUL HAKEEM COLLEGE
(AUTONOMOUS)
MELVISHARAM - 632 509, Vellore Dist.

S.No.	Members	Signature
1.	Atijarab. S.Z. Abrar Ahmed Ab.	
2.	Dr. S. A. Sajid	<i>Pragw. 27/6/19</i>
3.	Dr. A. K. Ibrahim Sheriff.	<i>Dr. 27/6/19</i>
4.	Mr. M. Asiifuddin	
5.	Mr. T. Md. Ameer	
6.	Mr. Shark Mohammed Raffi	<i>27/6/19</i>
7.	Dr. M. Peer Mohamed	<i>27/6/19</i>
8.	Dr. M.P. Mohamed Farook	
9.	Dr. P. Mohamed Naseem	<i>P. M. V. 27/6/19</i>
10.	Mr. C. Mohamed Zafnallah	<i>27/6/19</i>
11.	Mr. U. Peer	
12.	Mr. Ameerur Rahman	<i>S. M. Ameer</i>
13.	Mr. A. Anbarasan	<i>K. R. 27/6/19</i>

Horizon

MINUTES OF THE MEETING.

Respected Principal sir welcomed the members and directed the IQAC Coordinator to take over the proceedings.

The Coordinator highlighted the agenda and requested to represent members views.

The following resolutions emerged out in the meeting.

- * Principal asked the coordinator to prepare a academic schedule of IQAC and Dept. activities and distribute the same to the dept. concern.
- * It is decided to organize Faculty Development Programme and OBE Workshop at the earliest.
- * Principal and Peer sir highlighted about "New Education Policy" and requested to organize a seminar to create awareness in the month of July.
- * It was decided to start the documentation of AQAR 2018-2019.
- * Members of IQAC have put forth a suggestion to start working on the Previous (cycle III) NAAC recommendations given by NAAC Peer Team.

~~A. A.~~

PRINCIPAL
C. ABDUL HAKEEM COLLEGE
(AUTONOMOUS)
MELVISHARAM - 632 509, Vellore Dist.



IQAC CIRCULAR

PAGE :

DATE : / /

27.08.2019

All the IQAC members are requested to attend a IQAC meeting to be held on 28.08.2019 at Conference Hall at 11.45 am
11.30am

Agenda :

- * Recommendations of NAAC, -Autonomy Statute
- * Research Promotions
- * Online Courses
- * Any Other matter

~~IQAC Coordinator~~

Principal. 27/8/19

PRINCIPAL

C.ABDUL HAKEEM COLLEGE
(AUTONOMOUS)
MELVISHARAM - 632 509, Vellore Dist.

S. No.	Member	Signature
1.	Alijanab. S. Z. Abrar Ahmed Ab.	
✓ 2.	Dr. S. A. Sajid	by
✓ 3.	Dr. A. K. Ibrahim Sheriff.	27/8/19
✓ 4.	Mr. M. Asiiffuddin	27/8/19
5.	Mr. T. Md. Ameen	
✓ 6.	Mr. Shaik Mohammed Raffi	27/8/19
✓ 7.	Dr. M. Peer Mohammed	27/8/19
✓ 8.	Dr. M.P. Mohamed Farook	
9.	Dr. P. Mohammed Vaseem	P.mh2Vam
10.	Mr. C. Mohamed Zafarullah.	
11.	Mr. U. Peer	U. Peer
12.	Mr. Ameerur Rahman	S. M. Ameer
13.	Mr. A. Abbasasam.	W.M.

28.08.2019

MINUTES OF MEETING

Principal welcomed the gathering. The Coordinator carried out the proceedings.

The Coordinator listed the agenda and presented a review of previous meeting. The following activities were the outcome of previous meeting.

i) FDP Conducted on 20.07.2019 was discussed. The correspondent has presided over the programme.

2) OBE workshop was organised on 20.8.19 by the IQAC.

3) NEP - 2019 Seminar was organised on 27th July 2019. General Secretary of MMES has presided over the function.

4) Academic Schedule was distributed to the Dept. by the Coordinator and requested the Principal to remind about that. And it was decided to form 7 teams Criterion-wise for NAAC and AQAR Preparations.

Principal insisted the coordinator to empower faculties in OBE design and implementation.

A team was framed to restructuring the Credits of different programme.

(i) Prof. A. Salhaar Basha (Convener)

(ii) Prof. J. Fayazul Arifan

(iii) Prof. K. Abdul Munaf

(iv) Prof. S. Athiqur Rahman

(v) Dr. S. Mohammed Sofikulab

It was brought to the notice of the Principal that courses like Communication Skills, Seminar, Internship/Training incorporated in the curricula after getting approval from planning and evaluation committee.

Members requested to incorporate the Skill based short term courses to empower skills of younger generation. Then Principal revealed that he approached some online course platform to offer to some.

Principal and Coordinator requested the members to strengthen the functioning of IQAE by discussing with higher standard institutions. To start with, the Principal, IQAE Coordinator and NAAC Steering Committee members visited IQAE of Jamal Mohammed College, Trichy and National College, Trichy and discussed about the functional activities of IQAE.

Principal requested IQAE Coordinator and members to visit IQAE of VIT, Vellore possibly by 2nd week of September 2019.

Dr. M.P. Farook clarified about the usage of library by the students and Principal showed his willingness for the extension of library by discussing with the management.

It was decided to provide seed money for research projects.

[Signature]



[Signature]
PRINCIPAL
C. ABDUL HAKEEM COLLEGE
(AUTONOMOUS)
MELVISHARAM - 632 509, Vellore Dist

Horizon

5.9.2019

MEETING

The IQAC members are requested to attend meeting on 6.9.19 @ Conference Hall at 11.45 am.

Agenda:

- Preparation of Programme Outcomes and Course Outcomes.
- Submission of department inputs to the IQAC - Reminder
- Any other matter

~~IQAC Coordinator~~

~~Principal~~

PRINCIPAL
C. ABDUL HAKEEM COLLEGE
(AUTONOMOUS)
MELVISHARAM - 632 509, Vellore Dist.

S.No.	Members	Signature
1.	S. Z. Abrar Ahmed	
2.	Dr. S.A. Sajid	
3.	Dr. A.K. Ibrahim Sheriff.	
4.	Mr. M. Asiiffuddin	
5.	Mr. T. Md. Ameen	
6.	Mr. Shaik Mohammed Ruff.	
7.	Dr. M. Peer Mohamed	
8.	Dr. M.P. Mohammed Parrook	
9.	Dr. P. Mohammed Vassem	
10.	Mr. C. Mohammed Zafarullah	
11.	Mr. U. Peer	
12.	Mr. S.M. Aramesh Rahman	
13.	Mr. A. Aramesh	

MINUTES OF THE MEETING.

The Coordinator welcomed the gathering and listed the agenda.

The Principal got clarified that the list of Programme Outcomes were framed for the (Courses) programmes offered by the College.

The Coordinator insisted the Principal to remind all the HODs to write Course Outcomes for their courses, which they offer. And also highlighted that the filled-in formats were not given by the departments. He requested the Principal to represent these in HODs meeting.

Dr. M. Peer Mohamed requested the Principal and Coordinator to conduct Seminar on Outcome Based Education for better implementation.

IQAC Coordinator thanked for the suggestion put forth by the members.

[Signature]

[Signature]



PRINCIPAL
C. ABDUL HAKEEM COLLEGE
(AUTONOMOUS)
MELVISHARAM - 632 509, Vellore Dist.

6/9/19

1. 10. 2019

The members of the IQAC are called for a meeting on 03.10.2019 at Conference Hall @ 11.45 am

Agenda :

- ↳ Preparation of POs and COs - reminder
- ↳ One Day Seminar on Curriculum Design for Outcome Based Education
- ↳ Any Other Matter

~~A. H.~~
IQAC Coordinator

~~hgw.~~
Principal

PRINCIPAL
C. ABULHAKEM COLLEGE
(AUTONOMOUS)
MELVISHARAM - 632 509, Vellore Dist.

S.No.	Member	Signature
1	Aljaneel S.Z. Abasir Ahmed	
2	Dr. S.A. Sajid	
3	Dr. A.K. Ibrahim Sheriff	A. H.
4	Mr. M. Asiffuddin	hgw.
5	Mr. T. Md. Ameen	
6	Mr. Shaik Mohammed Raffi	hgw.
7	Dr. M. Peer Mohamed	M. Peer Mohamed
8	Dr. M.P. Mohamed Farook	
9	Dr. P. Mohamed Vaseem	P. Mohd Vaseem
10	Mr. C. Mohamed Zafarullah	
11	Mr. U. Peer	
12	Mr. S.M. Ameenur Rahman	S.M. Ameenur Rahman
13	Mr. A. Anbarasem	A. Anbarasem

MINUTES OF THE MEETING.

The Coordinator presented the action taken of previous meeting by the IQAC.

He said, the IQAC has decided to conduct a seminar on Curriculum Design for OBE in the month of December, 2019.

Principal asked about the POs and COs. Coordinator clarified that POs were classified for all the programmes in consultation with the department representatives. Course Outcomes (COs) were started to incorporate in courses.

Principal suggested that mentoring of OBE curriculum design may be effective. Hence it was decided to form two teams

1. Prof. A. Sakhoor Basha, Asso. Prof./Chem.
2. Dr. S. Mohammed Safeullah, Asst. Prof./Chem.

1. Dr. M. Peraz Khan, Asst. Prof./Zoo.

2. Dr. K. Khadasha, Asst. Prof./Zoo.

Principal asked about the status of AQAR Preparation, Coordinator replied about the progress of AQAR 18-19, and it will be submitted at the earliest.

[Signature]
Coordinator

[Signature]
Principal



PRINCIPAL
C. ABDUL HAKEEM COLLEGE
(AUTONOMOUS)
MELVISHARAM - 632 503, Vengaloor Dist.

Horizon

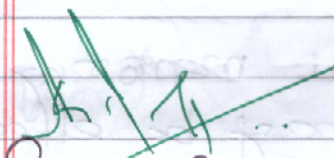
13.12.19

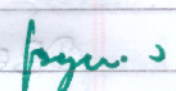
MEETING

The IQAC members are requested to attend a meeting on 17.12.2019 @ 11.45 at Conference Hall.

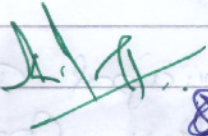
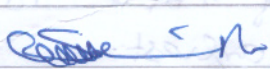
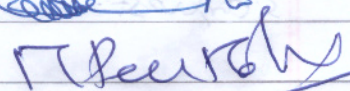
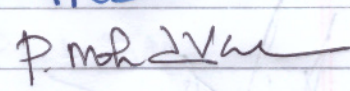
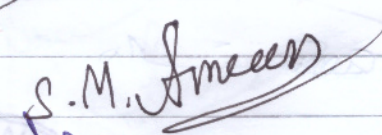
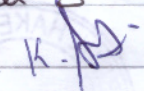
Agenda:

- * AQAR (18-19) Preparation
- * Records Promotions
- * Autonomous Review
- * Discussion Forum
- * Any Other Matter


IQAC Coordinator


Principal

PRINCIPAL
C. ABDUL HAKEEM COLLEGE
(AUTONOMOUS)
MELVISHARAM - 632 509, Vellore Dist.

S.No.	Members	Signature
1.	Atijarab. S.Z. Abrar Ahmed	
2.	Dr. S. A. Sajid	
3.	Dr. A.K. Ibrahim Sheriff	
4.	Mr. M. Asiffuddin	
5.	Mr. T. Md. Ameen	
6.	Mr. Shaik Mohammod Raffi	
7.	Dr. M. Peer Mohammed	
8.	Dr. M. P. Mohammed Farook	
9.	Dr. P. Mohammed Vaseem	
10.	Mr. Q. Mohamed Zafarullah	
11.	Prof. U. Peer	
12.	S.M. Ameenur Rahman	
13.	A. Anbarasan	

Coordinator of Ethiraj College, Chennai.
to address the various courses of IQAC.

Coordinator requested the Principal
to empower students with skills that are
essential for career. Principal clarified
that placement cell has planned to organize
"Career Skill Based Training" hosted by
Malindra.

Coordinator thanked the members
of IQAC for their active participation.

[Signature]

[Signature]

[Signature]

[Signature]
PRINCIPAL
C. ABDUL HAKEEM COLLEGE
(AUTONOMOUS)
MELVISHARAM - 632 509, Vellore Dist.



MEETING

The members are called for a meeting on 02.03.2020 @ 12.00 noon at the Conference Hall.

Agenda :

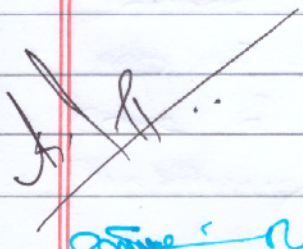
* AQAR-18-19 Scrutiny & Submission - reg.

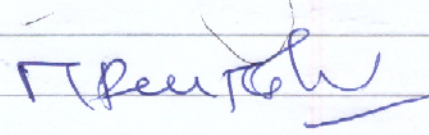
MINUTES:-

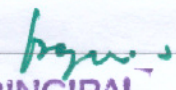
The Coordinator explained the AQAR preparations and the members went through all the criteria of AQAR. They suggested some modifications for improvements.

Principal suggested to incorporate the changes in AQAR as early as possible.

Coordinator thanked the gathering for their valuable suggestions and assured to complete the task as soon as possible.






PRINCIPAL
C. ABDUL HAKEEM COLLEGE
(AUTONOMOUS)
MELVISHARAM - 632 509, Vellore Dist.



Online Meeting

02.04.2020

Agenda:

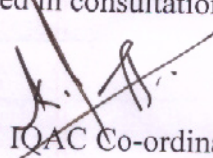
- ✓ To plan initiatives during lockdown

Mode of Meeting: Video Conference call with Principal and IQAC members.

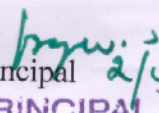
Minutes:

Due to the outbreak of COVID '19, the whole nation is under lockdown. But the learning should not stop at any cost. Hence, the Principal requested the coordinator to plan some strategies for the conduct of classes.

The coordinator clarified that, the IQAC has already taken initiatives to help minimize the impact of COVID '19 outbreak on students. In due course of time, it will be decided and finalized in consultation with IQAC members.


IQAC Co-ordinator




Principal 2/4/2020
PRINCIPAL
C. ABDUL HAKEEM COLLEGE
(AUTONOMOUS)
MELVISHARAM - 632 509, Vellore Dist.

Members on Call

Name	Designation
Dr. S.A. Sajid,	Principal
Dr. A.K. Ibrahim Sheriff,	IQAC Co-ordinator
Mr. Shaik Mohammed Raffi,	Asso. Prof. in Mathematics
Dr. M. Peer Mohamed,	Asso. Professor in Physics
Dr. M.P. Mohamed Farook,	Asso. Professor in History
Dr. P. Mohamed Vaseem,	Asst. Professor in Commerce
Mr. S.M. Ameenur Rahman,	Student Representative
Mr. A. Anbarasan,	Student Representative

Online Meeting

21.04.2020

Agenda:

- ✓ Online class
- ✓ Online courses
- ✓ Webinar series
- ✓ Faculty Development Programme
- ✓ Any other matter

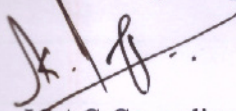
Mode of Meeting: Video Conference call with Principal and IQAC members.

Minutes:

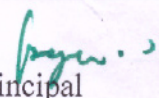
The coordinator highlighted the initiatives, which has planned during the impact of COVID '19 outbreak and request for approval.

- Revision online classes have to be planned for the students before the CIA II test.
- IQAC will register "*Coursera for Campus*" an online digital campus.
- IQAC has planned to conduct webinar series and FDP on Google meet platform.

The principal has appreciated the steps taken by the IQAC during this COVID '19 period. The members of IQAC approved and finalized all the events.


IQAC Co-ordinator




Principal
PRINCIPAL
C. ABDUL HAKEEM COLLEGE
(AUTONOMOUS)
MELVISHARAM - 632 509 Vellore Dist

Members on Call

Name	Designation
Mr. S.Z. Abrar Ahmed,	Secretary / Correspondent.
Dr. S.A. Sajid,	Principal
Dr. A.K. Ibrahim Sheriff,	IQAC Co-ordinator
Mr. Shaik Mohammed Raffi,	Asso. Prof. in Mathematics
Dr. M. Peer Mohamed,	Asso. Professor in Physics
Dr. M.P. Mohamed Farook,	Asso. Professor in History
Dr. P. Mohamed Vaseem,	Asst. Professor in Commerce
Mr. S.M. Ameenur Rahman,	Student Representative
Mr. A. Anbarasan,	Student Representative

Online Meeting

04.05.2020

Agenda:

- ✓ Online courses in Coursera
- ✓ Webinar series
- ✓ Faculty Development Programme
- ✓ Any other matter

Mode of Meeting: Video Conference call with Principal and IQAC members.

Minutes:

The coordinator highlighted the activities, which will be organized by IQAC during this month.

- IQAC has registered "*Coursera for Campus*" an online digital campus on 28.04.2020, Prof. J. Fayajul Arifeen and Dr. S. Mohammed Safiullah are the coordinators.
- IQAC have planned to conduct webinar series to update knowledge on Corona virus to students, research scholars and teachers.
 - Webinar on "A Detailed Deliberation on Corona" on 11th May 2020.
 - Webinar on "Impact of Covid '19 on Indian Economy" on 12th May 2020.
 - Webinar on "MSNPs for Cancer Therapy" on 18th May 2020.
 - Webinar on "Pandemic and Islamic Guidance" on 20th May 2020.
- FDP has arranged to facilitate teachers to adopt Learning management system (LMS) effectively for online education during this pandemic situation.
 - FDP on Online Teaching via Google LMS during COVID'19 Pandemic during 28th – 30th May 2020.

The principal has appreciated the efforts and initiative taken by the IQAC members during this pandemic period.

Members on call

Name

Mr. S.Z. Abrar Ahmed,
Dr. S.A. Sajid,
Dr. A.K. Ibrahim Sheriff,
Mr. Shaik Mohammed Raffi,
Dr. M. Peer Mohamed,
Dr. M.P. Mohamed Farook,
Dr. P. Mohamed Vaseem,

Designation

Secretary / Correspondent.
Principal
IQAC Co-ordinator
Asso. Prof. in Mathematics
Asso. Professor in Physics
Asso. Professor in History
Asst. Professor in Commerce

IQAC Coordinator



Principal

Principal
C. ABDUL HAKEEM COLLEGE
(AUTONOMOUS)
MELVISHARAM - 632 509, Vellore Dist.

Online Meeting

30.05.2020

Agenda:

- ✓ Online test
- ✓ Quiz Competitions
- ✓ Any other matter

Mode of Meeting: Video Conference call with Principal and IQAC members.

Minutes:

The coordinator highlighted the need based activities, which are essential to refresh the students' knowledge. Hence, the coordinator requested the principal to insist the departments to conduct subject-wise quiz programme and webinars.

The coordinator requested the Principal to orient the faculty members to attend FDPs and workshop organized by Teaching Learning Centres (TLC) or UGC-HRDC to conduct online classes and test through learning Management System (LMS) during this pandemic situation.

The principal clarified that the faculty members are curious in attending FDPs, workshop, webinars, etc. for their professional development and most of the faculty have called and informed me regarding this.

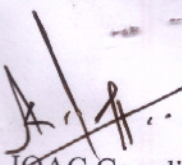
Dr. P. Mohamed Vaseem requested the Principal and coordinator to create an online platform, where the faculties can upload their certificates along with the required details. The Principal suggested to create a Google forms for that purpose and it was accepted by all.

The Principal highlighted the members about the IT reforms made in admission process for the academic year 2020-2021.

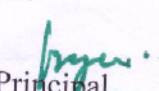
The Principal requested the IQAC coordinator to plan activities for the next academic year 2020-2021 and circulate the same among the Heads of the various departments. The coordinator accepted and assured to make it possible within a short period of time.

Members on call

Name	Designation
Mr. S.Z. Abrar Ahmed,	Secretary / Correspondent.
Dr. S.A. Sajid,	Principal
Dr. A.K. Ibrahim Sheriff,	IQAC Co-ordinator
Mr. Shaik Mohammed Raffi,	Asso. Prof. in Mathematics
Dr. M. Peer Mohamed,	Asso. Professor in Physics
Dr. M.P. Mohamed Farook,	Asso. Professor in History
Dr. P. Mohamed Vaseem,	Asst. Professor in Commerce
Mr. M. Asiffuddin,	Office Superintendent


IQAC Coordinator




Principal
PRINCIPAL
C. ABDUL HAKEEM COLLEGE
(AUTONOMOUS)
MELVISHARAM - 632 509, Vellore Dist

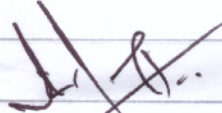
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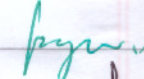
MEETING

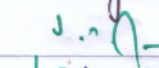
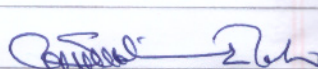
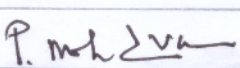
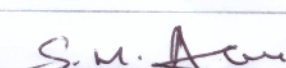
The IQAC members are requested to attend a meeting on 03.06.2020 @ 11.45 AM at Conference hall.

Agenda :

- * Academic activities of IQAC and Department.
- * Promotion of research in Arts.
- * Online class preparation.
- * Any other matters.


IQAC Coordinator


Principal

S.No.	Members	Signature
1.	Alijanab S.Z. Abrar Ahmed	
2.	Dr. S.A. Sajid	
3.	Dr. A.K. Ibrahim Sheriff	
4.	Mr. M. Asifuddin	
5.	Mr. T. Md. Ameen	
6.	Mr. Shaik Mohammed Raffi	
7.	Dr. M. Peer Mohamed	
8.	Dr. M.P. Mohamed Farook	
9.	Dr. P. Mohamed Vaseem	
10.	Dr. C. Mohammed Zafrullah	
11.	Prof. U. Peer	
12.	S.M. Ameenur Rahman	
13.	A. Anbarasan	

MINUTES OF THE MEETING

Principal Sir welcomed the members and directed the IQAC Co-ordinator to proceed the meeting.

The Coordinator highlighted the agenda and requested the members to give suggestions.

The following resolutions emerged out in the meeting.

Principal requested the Coordinator to distribute the academic activities of the Department.

All the heads of the department were requested to Organize webinar at the earliest.

Coordinator Requested Principal to Strengthen research facility in the field of Arts in particular by providing Seed money.

Principal Clarified about the status of research in arts stream. He also stated that most of the faculties are attending webinar in their respective fields.

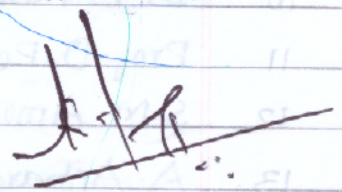
Principal requested the members to plan strategies for the online classes, which is our first priority

No matter was discussed under the head of any other matters.

Coordinator thanked the members for their active participation in Constructive Suggestions.

M. Anwar

S. N.



P. Mohd. Uva

S. M. Anwar

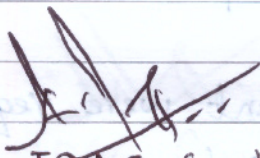
Horizon


MEETING

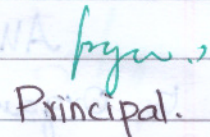
The IQAC-members are requested to attend a meeting on 31-07-2020 @ 11:45 A.M at conference hall

Agenda:

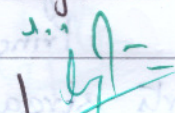
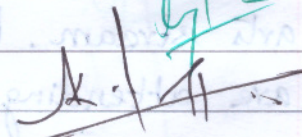
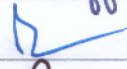
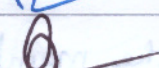
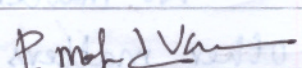
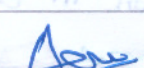
- * Online class preparation.
- * Instructional design.
- * Academic calendar.
- * Work diary.
- * Any other matter.



IQAC Coordinator



Principal.

S.No	Members	Signature
1	Ali janab S.Z. Abrar Ahmed	
2	Dr. S.A. Sajid.	
3	Dr. A.K. Ibrahim Sheriff	
4	Mr. M. Asifuddin	
5	Mr. T. Md. Ameen.	
6	Mr. Shaik Mohammed Raffi	
7	Dr. M. Peer Mohamed	
8	Dr. M. P. Mohamed Farook	
9	Dr. P. Mohamed Vaseem.	
10	Dr. C. Mohamed Zafrullah	
11	Prof. U. Peer.	
12	S.M. Ameenur Rahman.	S.M. 
13	A. Anbarasan.	

MINUTES OF THE MEETING

Coordinator welcomed the members and highlighted the agenda. He requested the members to suggest mode of delivery for online class. Principal clarified that G-suite Google meet is one of the best platforms to adapt for online classes. He also highlighted that using google meet we can record and take digital attendance easily.

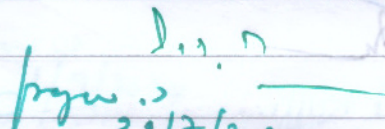
Dr. Mohammed Vaseem enquired about the teaching methods. Principal clarified that there is no restriction in teaching methods. The freedom is given to teachers to adopt and follow suitable and appropriate ICT tools, LMS, etc. for contents delivery.

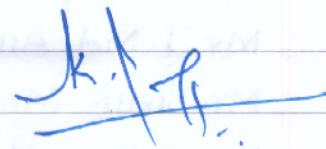
Coordinator requested the principal to mention the online platform in work diary template.

Under the heading any other matter, the Principal asked how do we assess learning levels of students?

Coordinator clarified that by conducting online tests, quiz etc.

The coordinator thanked the members.


31/7/2020



P. Mohd Van



M. Paul Ned

S.M. Anwar

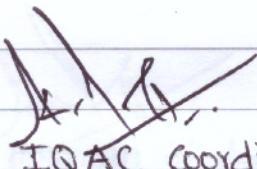
27-08-2020.

MEETING

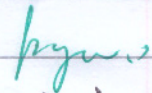
The IQAC members are requested to attend a meeting on 01-09-2020. @ 11:45 A.M at conference hall.

Agenda:

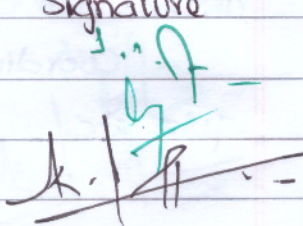
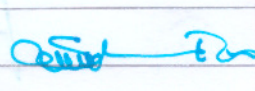
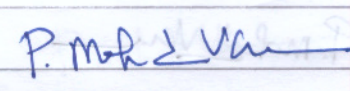
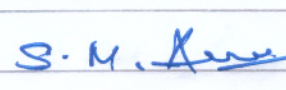
- * NAAC reassessment process.
- * AQAR 2019-2020. submission.
- * Online courses - Internship.
- * Feedback mechanism for online classes.
- * Any other matter.



IQAC Coordinator



Principal.

S.No	Members	Signature
1	Ali janab S-Z. Abrar Ahmed	
2	Dr. S.A. Sajid.	
3	Dr. A-K. Ibrahim Sheriff	
4	Mr. M. Asifuddin.	
5	Mr. T. Md. Ameen	
6	Mr. Shaik Mohammed Rafi.	
7	Dr. M. Peer Mohamed	
8	Dr. M.P. Mohamed Farook.	
9	Dr. P. Mohamed Vaseem.	
10	Dr. C. Mohamed Zafrullah.	
11	Prof. U. Peer.	
12	S.M. Ameenur Rahman.	
13	A. Anbarasan.	

MINUTES OF THE MEETING

Principal welcomed the gathering and highlighted the purpose of meeting.

He mentioned that it is the right time to initiate the process of NAAC reassessment.

Coordinator clarified that the IQAC team has already started working for the preparation of AQAR 2019-2020.

Principal suggested that, SSR for reassessment can be easily consolidated with the help of criterion wise committees.

Members were instructed to distribute the data to respective committees.

Principal requested coordinator to plan for the conduct of newly introduced course entitled "Internship" as it is lockdown period and restricted time, students may find difficulties to enroll themselves in industry.

The coordinator thanked the members for their active participation.

1/9/2020

~~K. A. A.~~

M. A. M.

S. M. A.

P. M. A.

C. A. A.

IQAC Meeting

18. Sept. 2020

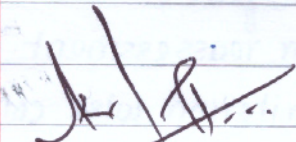
The members of IQAC are hereby Requested to attend a meeting at the Conference Hall @ 11.00 am on 21.9.2020.

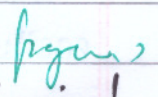
Agenda:

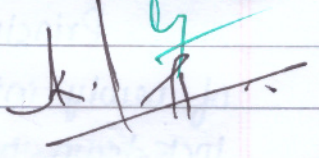
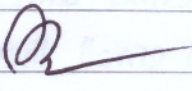
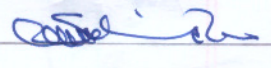
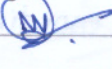
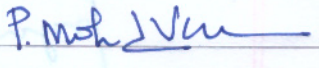
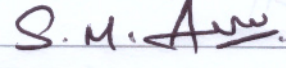
NAAC Reassessment process.

CO's and PSO's preparation-submission

Submission of departments' updates to the IQAC.


IQAC Coordinator


Principal.

S.No.	Members.	Signature
1.	Alijanab. S.Z. Abrar Ahmed	
2.	Dr. S.A. Sajid.	
3.	Dr. A.K. Ibrahim Sheriff	
4.	Mr. M. Arifuddin	
5.	Mr. T. Md. Ameen	
6.	Mr. Shaik Mohammad Raffi	
7.	Dr. M. Peer Mohammed	
8.	Dr. M.P. Mohammed Farook.	
9.	Dr. P. Mohammed Vasceem	
10.	Dr. C. Mohammed Zafullah	
11.	Prof. U. Peer.	
12.	S.M. Ameenur Rahman	
13.	A. Anbarasan.	

Minutes of the Meeting.

21.9.2020.

Principal presided the meeting, the Coordinator welcomed the members of IQAC.

It is decided to start the process of NAAC Reassessment.

Coordinator explained the the process has already been started.

It is decided to allot committees for all the 7 criteria comprising of members from all the departments.

IQAC members were instructed to distribute the data sheets to respective departments as discussed in the previous meeting.

It is stressed to prepare and make or submit the PO's & PSO's for corrections if any.

The Coordinator requested the Principal to instruct the staff members and HOD of all the departments to submit the department updates to IQAC.

Meeting came to an end with a bouquet of thanks to all the members.

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S.D

A. /

Co-ordinator

M. B. /

S. N. /

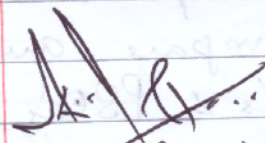
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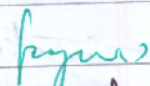
MEETING

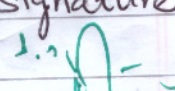
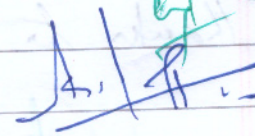
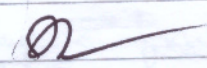
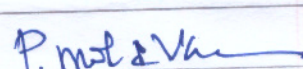
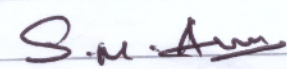
The IQAC members are requested to attend a meeting on 08.10.2020 @ 11.45 AM at Conference hall.

Agenda :

- * AQAR Submission 2018-2019.
- * AQAR Preparation 2019-2020.
- * Faculty Development Programme.
- * Extension Activities.
- * Any Other matter.


IQAC Coordinator


Principal

S.No.	Members	Signature
1.	Alijanab S.Z. Abrar Ahmed	
2.	Dr. S.A. Sajid	
3.	Dr. A.K. Ibrahim Sheriff	
4.	Mr. M. Asifuddin	
5.	Mr. T. Md. Ameen	
6.	Mr. Shaik Mohammed Raffi	
7.	Dr. M. Peer Mohammed	
8.	Dr. M.P. Mohamed Farook	
9.	Dr. P. Mohammed Vaseem	
10.	Dr. C. Mohamed Zafrullah	
11.	Prof. U. Peer	
12.	S.M. Ameenur Rahman	
13.	A. Anbarasan	

MINUTES OF THE MEETING

Principal welcomed the IQAC members.

IQAC Coordinator briefed about the agenda of the meeting.

The Principal Congratulated the IQAC team for putting efforts in bringing out the AQAR Report of 2018-2019.

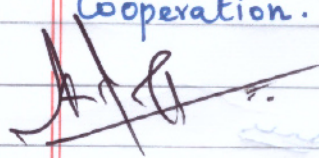
The Coordinator explained about the various datas obtained for the preparation of AQAR Report of 2019-2020.

Also the Coordinator suggested the inclusion of some important datas in some criterias.

IQAC planned to conduct a Faculty Development Programme as "IT integration for quality improvement in Online Examination System".

Prof. J. Fayaz ul Arifeen suggested the Coordinator to encourage and to conduct some more extensive activities by NSS.

Coordinator thanked the members for their Cooperation.


P. Mohan
M. Beeralakshmi

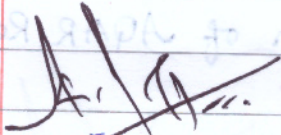
21.11.20

MEETING

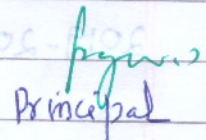
The IGAC members are requested to attend a meeting on 24.11.2020 @ 11.45 AM at conference hall.

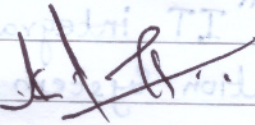
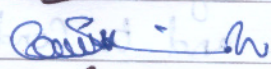
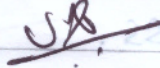
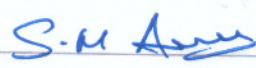
Agenda:

- conduct of Webinar Series
- online certificate courses
- Any other matters



IGAC Coordinator


Principal

S. No	Members	Signature
1	Aligank S. Z. Abrar Ahmed	
2	Dr. S. A. Sajid	
3	Dr. A. K. Ibrahim Sheriff	
4	Mr. Asifuddin	
5	Mr. T. Mohamed Ameen	
6	Mr. Shaik Mohammed Raffi	
7	Mr. J. Faiyazul Arifteen	
8	Dr. M. P. Mohamed Farook	
9	Dr. P. Mohamed Vaseem	
10	Mr. C. Mohamed Zafrullah	
11	Prof. U. peer	
12	Mr. S. M. Ameerur Rahman	
13	Mr. A. Anbarasan	

Minutes of the Meeting

- The coordinator welcomed the members.
- Principal highlighted the importance of webinar and listed out the various webinars conducted by the reputed institutions in this pandemic period.
- Also principal requested the coordinator to explain the importance of webinars to all the H.O.D's and asked them to conduct the webinar.
- The coordinator stressed the importance and significance of the e content development, requested the principal to direct to all the staff members to develop the same.
- Dr. P. Mohamed Vaseem suggested the coordinator to initiate to conduct online certificate courses in various departments.
- The Coordinator thanked the members for their cooperation.

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[Signature]

P. Mohd. Vaseem
Coordinator

[Signature]

[Signature]

MEETING

The IQAC members are requested -to attend a meeting on 3.12.20 @ 11.45 AM at conference hall.

Agenda :

- Research promotion
- conduct of orientation programme
- Any other matter

~~Signature~~
IQAC Coordinator

Signature
Principal

S.No	Members	Signature
1.	Alijanab S. Z. Abrar Ahmed	
2.	Dr S. A. Sajid	
3.	Dr A.K. Ibrahim Sheriff	
4.	Mr. Asifuddin	
5.	Mr. T. Mohamed Ameen	
6.	Mr. J. Fayazul Arifteen	
7.	Mr. Shaik Mohamed Rafi	
8.	Dr. M. p. Mohamed Farook	
9.	Dr. p. Mohamed Vaseem	
10.	Prof V. peer	
11.	Mr. C. Mohamed Zafulla	
12.	Mr S. M. Ameenur Rahman	
13.	Mr. A. Anbarasan	

Minutes of the Meeting

- The principal welcomed the members.
- The coordinator highlighted the importance of Agendas.
- The principal encouraged the research activities which is in progress in the campus, planned to facilitate the Dr. A. Saif-Sahul Hameed for obtaining DSC, degree and getting K. Chidambaram Memorial Annual Award 2019.
- It is also discussed to conduct a orientation programme on "Quality of Higher Education".
- Prof J. Fayazul Arifeen put forth to reopen a NET/SET centre in the campus.
- In any other matter discussion Prof M. P. Mohamed Farook suggested to have discussion with experts on quality initiatives.
- Meeting comes to an end with a bouquet of thanks by the coordinator.

byw.
3/12/2020
P. Mohd Z Va
C. M. M.
R. M. M.

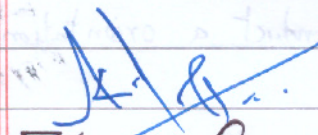
27.1.2021

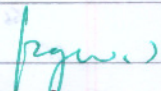
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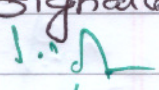
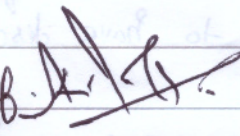
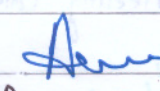
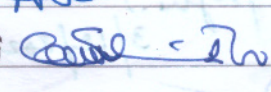
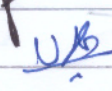
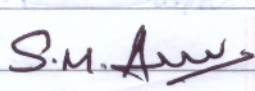
The members of IQAC are requested to attend a meeting on 28.01.2021 @ 11.45 at Conference Hall.

Agenda

- * Orientation Programme on CAS
- * Conduct of OBE workshop.
- * Any other matter


IQAC Coordinator


Principal

S.No.	Members	Signature
1.	Atijarab S.Z. Abrar Ahmed	
2.	Dr. S. A. Sajid.	
3.	Dr. A. K. Ibrahim Sheriff 	
4.	Mr. Asifuddin 	
5.	Mr. T. Mohamed Ameen	
6.	Mr. Shaik Mohamed Rafti 	
7.	Dr. M.P. Mohamed Farook	
8.	Dr. P. Mohamed Vaseem	
9.	Mr. J. Fayazul Arifeen 	
10.	Prof. U. Peer 	
11.	Mr. C. Mohamad Zafnubali	
12.	Mr. S. M. Ameenur Rahman	
13.	Mr. A. Anbarason	

MINUTES OF THE MEETING.

- * The Coordinator welcomed the ICAE members.
- * The Principal suggested to conduct a Orientation programme on CAS (Career Advancement Scheme)
- * The Coordinator explained the body about the importance and significance of OBE also planned to conduct one week FDP programme on OBE very soon.
- * Prof. Sheik Mohamed Raffi felt that, Students are facing some difficulties in Professional English Subject, it is better to organize a webinar with expert on this

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19.2.2021

MEETING

The IQAC meeting is scheduled on 22.2.2021, hence you all are requested to attend the same without fail. @ 11.45. am at Conference Hall.

Agenda

- Conduct of Career Counselling Program
- Conduct of Webinar
- Any other matter.

~~IQAC Coordinator~~

Principal

S.No.	Members	Signatures
1.	Atijana S.Z. Abrar Ahmed	S.Z. A.
2.	Dr. S. A. Sajid	
3.	Dr. A.K. Ibrahim Sheriff	
4.	Mr. Asfuddin	
5.	Mr. T. Mohamed Ameen	
6.	Mr. Shaik Mohammed Raffi	
7.	Dr. M.P. Mohamed Farooq	
8.	Dr. P. Mohamed Yaseem	
9.	Mr. J. Fayazul Arifeen	
10.	Prof. U. Peer U	
11.	Mr. C. Mohamed Zafnullah	
12.	Mr. S. M. Ameenur Rahman	S. M. Ameen
13.	Mr. A. Anbarasan	

MINUTES OF THE MEETING.

- The Principal welcomed the members
- The coordinator briefed about the SSR Preparation and clarified the various queries raised by the members.
- It is planned to conduct career counselling programme
- Further Principal insist every dept Head to conduct webinar
- The coordinator thanks all the IQAC members for their help in collecting the dates of various criterion for SSR preparation

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P. Mohd. V. V.

Coordinator

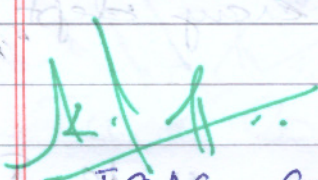
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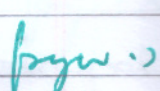
MEETING

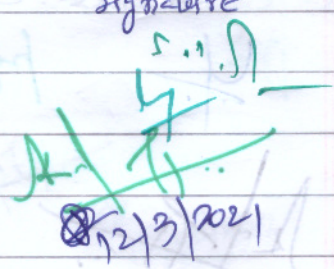
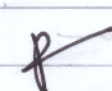
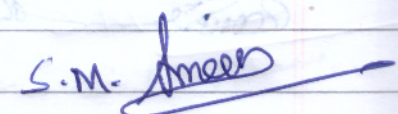
The IQAC members are requested -to attend a meeting on 15.3.21 @ 11.45 A.M at - conference hall.

Agenda :

- AQAR Submission of 2019-20
- SSR preparation for reassessment
- Any other matters.


IQAC Coordinator


Principal

S. No	Members	Signature
1.	Alianab S.Z. Abrar Ahmed	 12/3/2021
2.	Dr. S.A. Sajid	
3.	Dr. A.K. Ibrahim Sheriff	
4.	Mr. Asifuddin	
5.	Mr. T. Mohamed Ameen	
6.	Dr. Sheikh Mohamed Raffi	
7.	Mr. J. Faiazul Arifeen	
8.	Dr. M.P. Mohamed Farook	
9.	Dr. P. Mohamed Vaseem	
10.	Mr. C. Mohamed Zafrullah	
11.	Prof. V. peer Uper	
12.	Mr. S.M. Ameenur Rahman	
13.	Mr. A. Anbarasan	

Minutes of the Meeting

- The principal welcomed the members.
- The coordinator briefed about the SSR preparation and thanks the member for their involvement in completion of AGAR of 2019-20.
- It is planned to submit the AGAR of 2019-20 on 31st March.
- The principal requested the members to speedup the process of IIGA preparation.
- The coordinator thanked the members for their presence.

pages
15/3/2021

A. A.

S.M. Imran
Up

6.4.21

MEETING

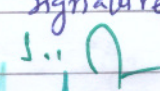
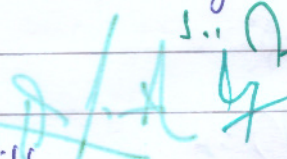
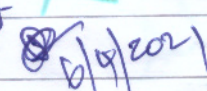
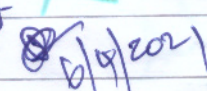
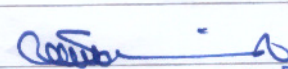
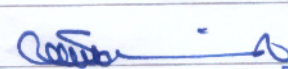
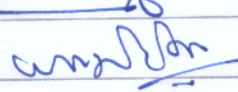
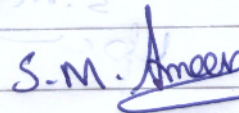
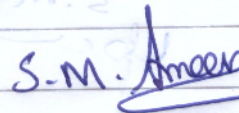
The IGAC members are requested to attend a meeting on 8.4.21 @ 11:45 A.M at conference hall.

Agenda

- AQAR clarification
- IGA Submission - Reassessment
- Any other matters.

IGAC Coordinator

Principal

S.No	Members	Signature
1.	Aliganab S.Z. Abrar Ahmed	
2.	Dr. S.A. Sajid	
3.	Dr. A.K. Ibrahim Sheriff	
4.	Mr. M. Asifuddin	
5.	Mr. T. Mohamed Ameen	
6.	Mr. Shaik Mohamed Raffi	
7.	Mr. J. Faiyaz Arafreen	
8.	Dr. M.P. Mohamed Farook	
9.	Dr. P. Mohamed Vaseem	
10.	Mr. C. Mohamed Zafrullah	
11.	Prof. U. Peer U	
12.	Mr. S.M. Ameenur Rahman	
13.	Mr. A. Anbarasan	

Minutes of the Meeting

- The coordinator welcomed the members.
- Also The principal requested the members to speedup the clarification details asked by the NAAC.
- The coordinator briefed about the submission of IIGA.
- Dr. M. P. Mohamed Faruk wants to know the status of OBE in the campus in any other matter discussion.
- The coordinator thanks the members for attending the meeting.

by: ~~Dr. M. P. Mohamed Faruk~~

1.1.11

S. M. Green

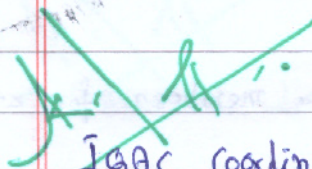
4/11

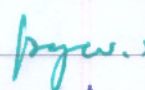
MEETING

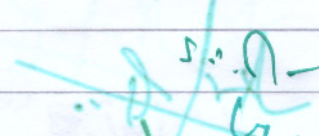
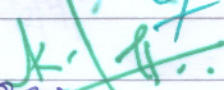
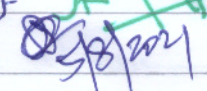
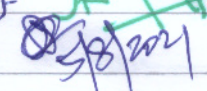
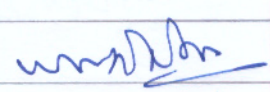
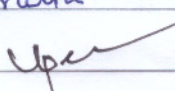
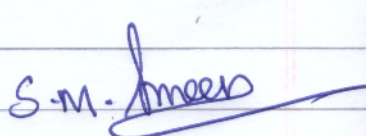
The IGAC members are requested to attend a meeting on 9.8.2021 @ 11.45 A.M at conference hall.

Agenda :

- Data collections for AQAR 2021
- CAS proposal
- Any other matters.


IGAC Coordinator


Principal

S. No	Members	Signature
1.	Alijench S.Z. Abrar Ahmed	
2.	Dr. S. A. Sajid	
3.	Dr. A. K. Ibrahim Sherif	
4.	Mr. M. Miftuddin	
5.	Mr. T. Mohamed Ameen	
6.	Mrs. J. Faiyaz Ariteen	
7.	Prof. Sheikh Mohamed Raffi	
8.	Dr. M. P. Mohamed Farook	
9.	Dr. P. Mohamed Vaseem	
10.	Mr. C. Mohamed Zafulla	
11.	Prof. U. pees	
12.	Mr. S. M. Ameenur Rehman	
13.	Mr. A. Anbarasen	

Minutes of the Meeting

- The coordinator welcomed the members.
- The principal requested suggested the members to collect the evaluation report from all the departments so as to facilitate AGAR 2021.
- Career advancement scheme (SAC) proposal verification by different teams is briefed by the principal....
- Dr P. Mohamed Vaseem asked about the peer team visit for autonomous review in any other matter discussion.
- The coordinator thanked the members for attending the meeting.

prgwr.
A. A.

S.M. Vaseem

S.M. Vaseem
Up

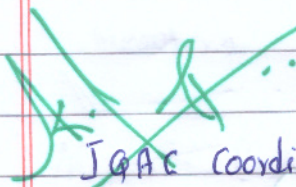
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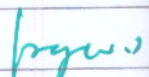
MEETING

The IQAC members are requested to attend a meeting on 25.8.21 @ 11.45 A.M. at conference Hall.

Agenda :

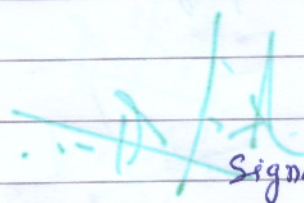
- * Autonomous Review - peer team - Document preparation
- * Workshop on outcome based education
- * NAAC - Reassessment
- * Any other matter.

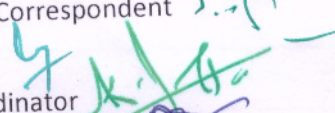
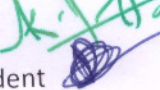
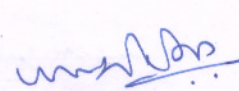
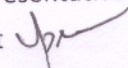
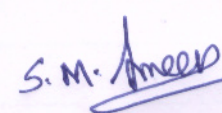

IQAC Coordinator


Principal

S. No

Members


Signature

Name	Designation	Signature
Mr. S.Z. Abrar Ahmed	Secretary / Correspondent	
Dr. S.A. Sajid	Principal	
Dr. A.K. Ibrahim Sheriff	IQAC Co-ordinator	
Mr. M. Asifuddin	Office Superintendent	
Mr. T. Md. Ameen	Industrialist	
Mr. Shaik Mohammed Raffi	Asso. Prof./Mathematics	
Dr. M.P. Mohamed Farook	Asso. Prof. /History	
Dr. P. Mohamed Vaseem	Asst. Prof./Commerce	
Mr. J. Fayajul Arifeen	Asst. Prof./Physics	
Mr. C. Mohamed Zafrullah	Alumni Representative	
Mr. U. Peer	Educationist	
Mr. S.M. Ameenur Rahman	Student Representative	
Mr. A. Anbarasan,	Student Representative	

Minutes of the Meeting

- The principal welcomed the members.
- The principal briefed about the peer team visit for the extension of autonomous status. He asked the members to start the work of document preparation and files related to autonomous review.
- The coordinator informed about the workshop on outcome based education which is to be held on 7th September.
- The coordinator also requested the members to submit the departmental data required for the NAAC reassessment at the earliest.
- In another matter Mr. S. M. Ameenur Rahman asked about the date of visit of peer team visit for autonomous extension.
- The coordinator thanked the members for attending the meeting.

pyw.:
25/8
[Signature]

S.M.

S.M. Ameenur
[Signature]

6.9.21

MEETING

The IQAC members are requested to attend a meeting on 8.9.2021 @ 11.30 A.M at conference Hall.

Agenda:

* For Autonomous review - file preparation, verification and submission.

* Mock visit to dept.

* Webinar on outcome based education.

* Future plan of IQAC.

* Any other matter.

~~IQAC~~ Coordinator

Principal

S. No

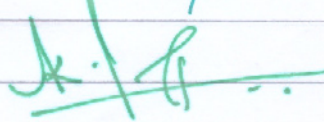
Members

Signature

Name	Designation	Signature
Mr. S.Z. Abrar Ahmed	Secretary / Correspondent	
Dr. S.A. Sajid	Principal	
Dr. A.K. Ibrahim Sheriff	IQAC Co-ordinator	
Mr. M. Asifuddin	Office Superintendent	
Mr. T. Md. Ameen	Industrialist	
Mr. Shaik Mohammed Raffi	Asso. Prof./Mathematics	
Dr. M.P. Mohamed Farook	Asso. Prof. /History	
Dr. P. Mohamed Vaseem	Asst. Prof./Commerce	
Mr. J. Fayajul Arifeen	Asst. Prof./Physics	
Mr. C. Mohamed Zafrullah	Alumni Representative	
Mr. U. Peer	Educationist	
Mr. S.M. Ameenur Rahman	Student Representative	
Mr. A. Anbarasan,	Student Representative	

Minutes of the Meeting

- The principal welcomed the members.
- The principal asked the members to verify the documents prepared scrupulously and submit the same related to autonomous review.
- The coordinator informed the members about the webinar which is to be conducted on 14th Sep 21. He also insist the members to participate in the outcome based education webinar without fail.
- The principal ~~also~~ informed about mock visit of the department for autonomous review; also asked the members for keep the files and documents ready.
- The principal requested the IQAC coordinator to frame the future plan of IQAC and implement it at the earliest.
- The meeting came to an end with a bouquet of thanks.

byw...
8/9


S.M. Inayatullah

S.M. Inayatullah



17.9.21

MEETING

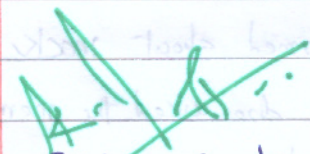
The IQAC members are requested to attend a meeting on 21.9.21 @ 11.45 A.M. at Conference Hall.

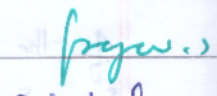
Agenda:

* Mock visit to IQAC

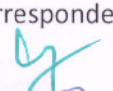
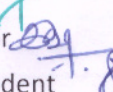
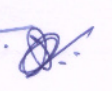
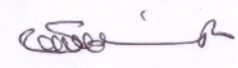
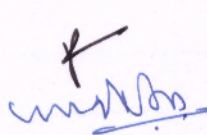
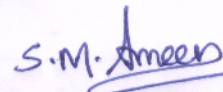
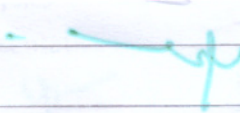
* Autonomous review UGC expert committee visit

* Any other matter


IQAC Coordinator


Principal

S. No

Name	Designation	Signature
Mr. S.Z. Abrar Ahmed	Secretary / Correspondent	
Dr. S.A. Sajid	Principal	
Dr. A.K. Ibrahim Sheriff	IQAC Co-ordinator	
Mr. M. Asifuddin	Office Superintendent	
Mr. T. Md. Ameen	Industrialist	
Mr. Shaik Mohammed Raffi	Asso. Prof./Mathematics	
Dr. M.P. Mohamed Farook	Asso. Prof. /History	
Dr. P. Mohamed Vaseem	Asst. Prof./Commerce	
Mr. J. Fayajul Arifeen	Asst. Prof./Physics	
Mr. C. Mohamed Zafrullah	Alumni Representative	
Mr. U. Peer	Educationist	
Mr. S.M. Ameenur Rahman	Student Representative	
Mr. A. Anbarasan,	Student Representative	

Minutes of the Meeting

- The principal welcomed the members
- The principal informed about the mock visit of the team to IQAC office related to ~~aut~~ autonomous review. He also requested the members to keep the file ready.
- The principal also informed the date of visit of the autonomous review committee which is to be on 25th & 26th of this month.
- No matter was discussed under any other matter.
- The coordinator thanked the members for attending the meeting.

Agreed..
A. J. S.

S. M. S.

S. M. Smeeth
Cp

25.9.21

MEETING

The IQAC members are requested to attend a meeting on 28.9.21 @ 11.30 A.M at conference hall.

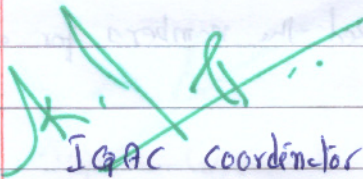
Agenda:

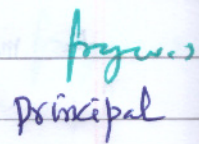
* AQAR 2021 - Preparation and Submission.

* NAAC Reassessment-

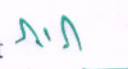
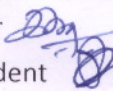
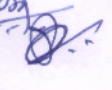
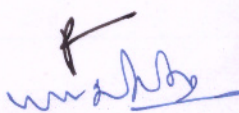
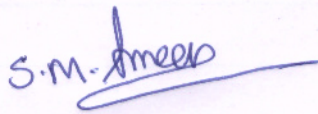
* Student Satisfaction Survey for 2020-21

* Any other matter.


IQAC coordinator


Principal

S. no.

Name	Designation	Signature
Mr. S.Z. Abrar Ahmed	Secretary / Correspondent	
Dr. S.A. Sajid	Principal	
Dr. A.K. Ibrahim Sheriff	IQAC Co-ordinator	
Mr. M. Asifuddin	Office Superintendent	
Mr. T. Md. Ameen	Industrialist	
Mr. Shaik Mohammed Raffi	Asso. Prof./Mathematics	
Dr. M.P. Mohamed Farook	Asso. Prof. /History	
Dr. P. Mohamed Vaseem	Asst. Prof./Commerce	
Mr. J. Fayajul Arifeen	Asst. Prof./Physics	
Mr. C. Mohamed Zafrullah	Alumni Representative	
Mr. U. Peer	Educationist	
Mr. S.M. Ameenur Rahman	Student Representative	
Mr. A. Anbarasan,	Student Representative	

Minutes of the Meeting.

- The coordinator welcomed the members.
- The coordinator briefed about the AGAR 2021 preparation and submission.
- The coordinator also highlighted about the importance of various some criteria ~~for SSR preparation~~ which can be given due importance for SSR preparation for NAAC Reassessment.
- The coordinator ~~also~~ informed the ^{members} about the Students Satisfaction Survey for 2020-21; which can be channelized through Heads of the department at the earliest.
- The coordinator ~~thanked the members~~ ~~for~~ also informed the members that the principal has increased the members in the IQAC cell to facilitate the work.
- The coordinator thanked the members.

prg.w.s
A. J. A.

1.00

S.M. Meera

Upa

Circular

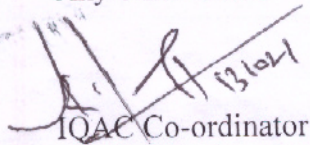
13.10.2021

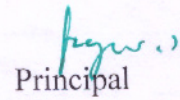
The IQAC meeting will be held today (13.10.2021) at 11.45 AM at the IQAC Office.

All the members are requested to attend the same.

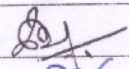
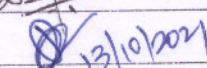
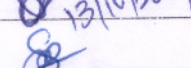
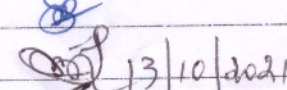
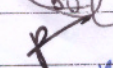
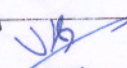
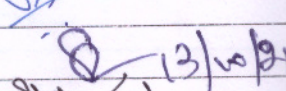
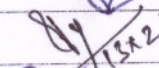
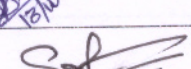
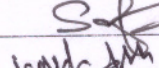
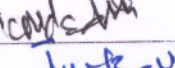
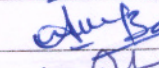
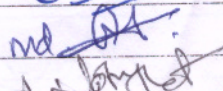
Agenda:

- ✓ Plan for the academic year 2020-2021 - 2022.
- ✓ Preparation of SSR for Reassessment
- ✓ Any other matter


IQAC Co-ordinator

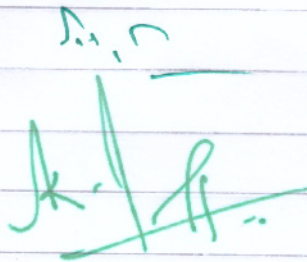

Principal

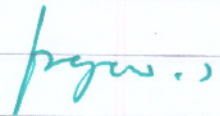
Members

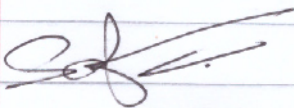
Name	Designation	Signature
Dr. S.A. Sajid,	Principal	
Dr. A.K. Ibrahim Sheriff,	IQAC Co-ordinator	
Mr. M. Asifuddin	Office Superintendent	
Mr. Shaik Mohammed Raffi,	Asso. Prof. in Mathematics	
Dr. M.P. Mohamed Farook,	Asso. Professor in History	
Dr. P. Mohamed Vaseem,	Asst. Professor in Commerce	
Mr. J. Fayajul Arifeen	Asst. Professor in Physics	
Mr. S. Suresh Kumar	Asst. Professor in Mathematics	
Dr. S. Syed Tajudeen	Asst. Professor in Chemistry	
Dr. S. Abdul Majeed	Asst. Professor in Zoology	
Dr. S. Mohammed Safiullah	Asst. Professor in Chemistry	
Dr. K. Md. Edrees	Asst. Professor in Corp. Sec.	
Dr. I. Anver Basha	Asst. Professor in Commerce	
Mr. P. Mohamed Ashfaque	Student Representative	
Mr. A. Nafees Ahmed	Student Representative	

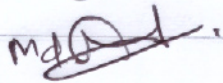
Minutes of the Meeting

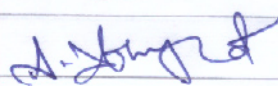
- The principal welcomed the members and introduced the new members to the body.
- The principal ~~also~~ requested the members to plan the activities related to seven criteria for the academic year 2021-22 and implement it at the earliest.
- The coordinator explained the members about the SSR preparation for NAAC Reassessment.
- No matter was discussed under any other matter head.
- The coordinator thanks the members.











Circular

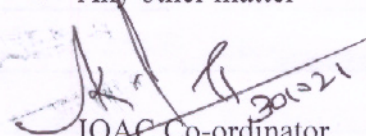
30.10.2021

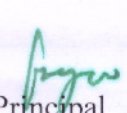
The IQAC meeting will be held today (30.10.2021) at 12.45 PM at the IQAC Office.

All the members are requested to attend the same.

Agenda:

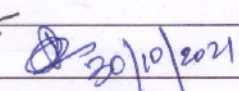
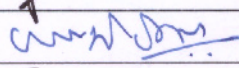
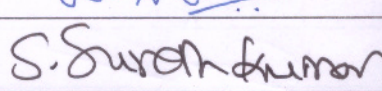
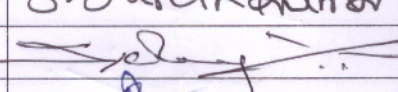
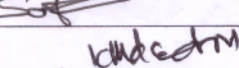
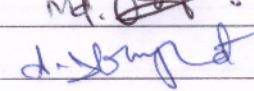
- ✓ Question Paper Setting as per OBE
- ✓ Any other matter


IQAC Co-ordinator


Principal

30/10/21

Members

Name	Designation	Signature
Dr. S.A. Sajid,	Principal	
Dr. A.K. Ibrahim Sheriff,	IQAC Co-ordinator	
Mr. M. Asifuddin	Office Superintendent	
Mr. Shaik Mohammed Raffi,	Asso. Prof. in Mathematics	
Dr. M.P. Mohamed Farook,	Asso. Professor in History	
Dr. P. Mohamed Vaseem,	Asst. Professor in Commerce	
Mr. J. Fayajul Arifeen	Asst. Professor in Physics	
Mr. S. Suresh Kumar	Asst. Professor in Mathematics	
Dr. S. Syed Tajudeen	Asst. Professor in Chemistry	
Dr. S. Abdul Majeed	Asst. Professor in Zoology	
Dr. S. Mohammed Safiullah	Asst. Professor in Chemistry	
Dr. K. Md. Edrees	Asst. Professor in Corp. Sec.	
Dr. I. Anver Basha	Asst. Professor in Commerce	
Mr. P. Mohamed Ashfaque	Student Representative	
Mr. A. Nafees Ahmed	Student Representative	

Minutes of the Meeting

- The principal welcomed the members.
- The coordinator briefed the members about the importance of outcome based education, also he stated that asked the members to set the question papers as per OBE, which is the need of the hour.
- In The member Dr. K. Mohamed Idrees asked some doubts about setting the question papers based on OBE.
- No matter was discussed under any other matter head.
- The coordinator thanks the members.

Dr. K. Mohamed Idrees
A. S. S.

Saf
ma. A.

A. S. S.

Circular

30.10.2021

The IQAC has planned to conduct a meeting on 01.11.2021 at 11.45 AM at the IQAC Office. The following members are requested to attend the same to discuss about workshop on Question Paper Setting as per OBE model.

IQAC Co-ordinator

Principal

30/10/2021

Members

Name	Designation	Signature
Dr. S.A. Sajid,	Principal	
Dr. A.K. Ibrahim Sheriff,	IQAC Co-ordinator	
Dr. A. Abdur Rahuman	Controller of Examination	
Dr. K.R. Mohamed Sufiyan	Asst. Professor in Commerce	
Mr. S. Suresh Kumar	Asst. Professor in Mathematics	
Dr. M. Feroz Khan	Asst. Professor in Zoology	
Mr. Mohamed Hasan	Asst. Professor in History	
Dr. S. Mohammed Safiullah	Asst. Professor in Chemistry	
Dr. K. Md. Edrees	Asst. Professor in Corp. Sec.	
Dr. Kadharsha	Asst. Professor in Zoology	
Dr. K.G. Md. Thameen Ansari	Asst. Professor in Zoology	

Minutes of the Meeting.

- The principle welcomed the members.
- The coordinator informed the members - to set at least a question paper related to their subject - based on OBE model. The same may be taken as a sample to be discussed in the department.
- Dr Tameen Ansari of Zoology department - asked some clarifications on OBE based question paper.
- The principal informed the members about the workshop on "Question papers Design - Based on Bloom's Taxonomy" which is to be held from 8.11.21 - 12.11.21.
- The coordinator thanks the members.

By
K. J. H.

1.11.21

Abdulrahman

Circular

24.11.2021

The Career Guidance and Placement Cell meeting will be held today (24.11.2021) at 11.45 AM at the Conference Hall. All the members are requested to attend the same.

Agenda:

- ✓ Plan for the academic year 2021-2022
- ✓ Preparation of Criterion-V
- ✓ Any other matter

IQAC Co-ordinator

Principal

Members

Name	Designation	Signature
1. Dr. Sheik Mohamed Raffi	Head & Asso. Prof. / Mathematics	
2. Dr. S. Mohamed Yassir	Head & Asst. Professor in Urdu	
3. Dr. K. Md. Edrees	Asst. Professor in Corp. Sec.	
4. Mr. P.L. Shamveel Ahmed	Asst. Professor in Commerce	
5. Dr. S. Syed Tajudeen	Asst. Professor in Chemistry	
6. Dr. H.K. Sulaiman Khan	Asst. Professor in History	
7. Dr. A. Nazeer Basha	Asst. Professor in Zoology	
8. Dr. I. Mohamed Ikram	Asst. Professor in Physics	
9. Dr. S. Mohamed Rafique	Asst. Professor in Chemistry	
10. Dr. Z. Abdul Vaheith	Asst. Professor in Chemistry	

Minutes of the Meeting

- The Principal welcomed the members.
- The coordinator insisted the members of Career Guidance and placement cell members to plan for the academic year 2021-22.
- The coordinator instructed the members to give due importance to the following activities.
 1. Placement drive
 2. Coaching classes for SET, NET & TNPSC courses.
 3. Training the students for placement.
- The coordinator also highlighted about some important points of Criterion - V.
- ~~Dr. S.~~ In any other matter Dr. S. Mohammed Rafique informed the coordinator ~~in advance~~ that within next week ~~at least three~~ the members are planned to conduct three programmes.
- The coordinator thanks the members.

by...

A. S. S.

by...

S. S. S.

S. S. S.

Md. S. S.

S. S. S.

Circular

16.12.2021

The IQAC meeting will be held today (16.12.2021) @ 11.45 AM at Conference Hall.

All the members are requested to attend the same.

Agenda:

- ✓ FDP on Implementation of OBE
- ✓ Review of activities assigned to Criterion-wise Incharge
- ✓ Any other matter - JPR

IQAC Co-ordinator

Members

Principal
ABDUL HAKEEM COLLEGE
AUTONOMOUS
MELVISHARAM - 632 509 Vellore Dist.

Name	Designation	Signature
Dr. S.A. Sajid,	Principal	
Dr. A.K. Ibrahim Sheriff,	IQAC Co-ordinator	
Mr. M. Asifuddin	Office Superintendent	
Mr. Shaik Mohammed Raffi,	Asso. Prof. in Mathematics	
Dr. M.P. Mohamed Farook,	Asso. Professor in History	
Dr. P. Mohamed Vaseem,	Asst. Professor in Commerce	
Mr. J. Fayajul Arifeen	Asst. Professor in Physics	
Mr. S. Suresh Kumar	Asst. Professor in Mathematics	
Dr. S. Syed Tajudeen	Asst. Professor in Chemistry	
Dr. S. Abdul Majeed	Asst. Professor in Zoology	
Dr. S. Mohammed Safiullah	Asst. Professor in Chemistry	
Dr. K. Md. Edrees	Asst. Professor in Corp. Sec.	
Dr. I. Anver Basha	Asst. Professor in Commerce	
Mr. P. Mohamed Ashfaque	Student Representative	
Mr. A. Nafees Ahmed	Student Representative	

Minutes of the Meeting

* The principal welcomed the members.

* The coordinator informed the members about the faculty development programme on outcome based Education which is to be held on 18th of this month, Dr. Syed Khalid Parvez of VIT Business School as the resource person.

* The coordinator also enquired the members who are incharges of various criteria about the performance and activities and asked them to speedup the same.

* In another matter Dr. S. Abdul Majeed requested the ^{members} ~~coordinator~~ ~~to~~ ~~then~~ coordinator to conduct a seminar on Intellectual property right.

* The coordinator thank the members.

S.I.N
pgw..

Saf
S. S. Chohan
M.A.
dubey