



Al-Ameen Institute Of Management Studies

Internal Quality Assurance Cell (IQAC)

Minutes of the IQAC Cell Meeting Held in Vice Principal Cabin,

Al-Ameen Institute Of Management Studies on at 11:30am on 18.01.2020

Minutes of the Last Meeting

Salient features of the meeting and progress was noted and the minutes were passed unanimously

Agenda

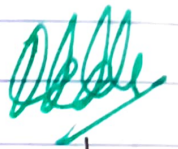
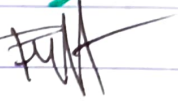
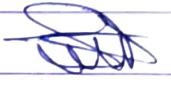
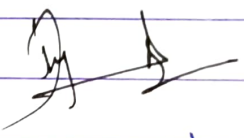
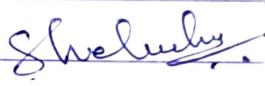
- To organize International Womens Day
- To organize Swachh Bharat campaigns by cleaning the college campus. The members of the Eco club took initiatives towards planting of saplings and beautification of gardens.

Discussions & Resolutions

Mr.Abdul Rizwan Shariff,Vice-Principal, IQAC Co-ordinator welcomed the faculty members for the IQAC Meeting

- Information provided in the College Prospectus
- Periodic review from students, teachers and office staff through staff/departmental/management/HOD/Committee and College Council meetings on the implementation of all aspects mentioned in the prospectus.
- Orientation Programme conducted for students and parents at the time of admission.
- Digital Display of notices regarding Scholarships, Freeships, Students Aid Fund and other forms of assistance.

To conduct workshop with a view to build interpersonal, leadership, communication and conflict management skills in college teachers and to impart knowledge, skills and attitudes on effective mentorship.

List Sl.No	OF Names	IQAC Members	Designation	Signature
1	Dt. Subhan Shatiff		Hon. sec AES	
2	Dt. B.A. Anutadha		Chairperson	
3	Abdul Rizwan Shatiff		Coordinator	
4	Deepak Singh - M.c.		member	
5	Mrs. Saira bano neelgas		"	
6	Asthan Munday K.S.		"	
7	Prof. Jeevanand.		"	
8	Mb. Sha. Nizamuddin		"	
9	Mb. Mujeeb Rasha		"	
10	GulAfshan		"	
11	Rafique Ahmed. B.		"	



Al-Ameen Institute Of Management Studies

Internal Quality Assurance Cell (IQAC)

**Minutes of the IQAC Cell Meeting Held in Vice Principal Cabin,
Al-Ameen Institute Of Management Studies on at 11:30am on 15.02.2020**

Minutes of the Last Meeting

Salient features of the meeting and progress was noted and the minutes were passed unanimously

Agenda

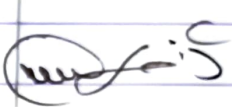
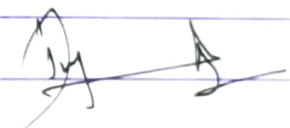
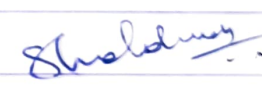
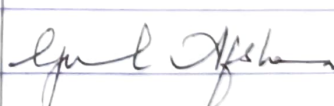
- Emphases on e-learning by strategic planning and team work
- Regular seminars and group discussions for enhancement of knowledge

Discussions & Resolutions

Mr. Abdul Rizwan Shariff, Vice-Principal, IQAC Co-ordinator welcomed the faculty members for the IQAC Meeting

- Preparation for publishing a peer-reviewed research journal was in progress.
- Regular meetings with faculty to motivate them to register for Ph.D. and undertake major/minor research projects Purchase of additional books and journals for the Library.
- Deputing faculty to attend seminars / workshops on research, research methodology, research tools, etc

List OF IQAC Members

Sl. No	Names	Designation	Signature
1	Dt. Subhan Shahid	Hon. sec AEs	
2	Dt. B.A. Anusadha	Chairperson	
3	Abdul Razaq Shahid	Coordinator	
4	Deepak Singh. M.C.	Member	
5	Mrs. Saira bano Nargos	"	
6	Aijaz Munir K.S.	"	
7	Pt. Jeevanand.	"	
8	Mt. Sha. Nizamuddin	"	
9	Mt. Mujib Pasha	"	
10	Muhammad Afshan	"	
11	Rajeev Ahmed. B.	"	



Al Ameen Institute of Management Studies

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting Internal Quality Assurance Cell (IQAC) Meeting

Date : 28.03.2020

Time : 11:30am

Venue : Online via Zoom Platform

Minutes of Last Meeting

The minutes of previous meeting held on 15.02.2020 were confirmed

Salient features of the meeting and Progress was noted and the minutes were passed unanimously

Agenda

Brief about Instructions regarding Work from Home

Brief about action plan to complete the academic activity in recent Covid-19 Pandemic Threat

Discussion on any other topic with permission of Chairperson

Discussions and Resolutions

Dr.B.A Anuradha, Chairperson informed about the Instructions to ensure safety of Faculty and Supporting Staff permitted and advised Work from Home. ✓ (1)

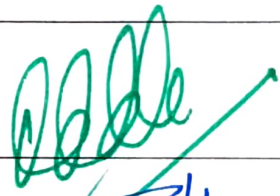
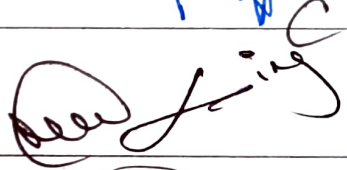
Mr.Abdul Rizwan Shariff, IQAC Co-ordinator informed the guidelines given by HRD and Department of Higher Education to utilize the Pandemic period for various academic activities. It includes development of Online Content, Online teaching and Online Evaluation.

Dr.B.A Anuradha, Chairperson instructed that all faculty members should ensure the active participation of students in online classes.

Mr.Abdul Rizwan Shariff, IQAC Co-ordinator emphasized that all faculty members should focus on see the sights of opportunities for the student placements, internships, training for competitive exams and skill development activities.

Mr.ShahNizamuddin Suggested to conduct online student development programmes to develop communication skills and Soft skills of the Students

List of Internal Quality Assurance Cell (IQAC) Members

Sl No	Name	Designation	Signature
1	Dr.B.A Anuradha	Chairperson	
2	Mr.Abdul Rizwan Shariff	IQAC Co-ordinator	
3	Mr.Deepak Singh M.C	Member	
4	Mrs.Saira Banu Neelgar	Member	
5	Dr.Irfan Mumtaz K.S	Member	
6	Prof.Jeevanand	Member	
7	Mr.Shah Nizamuddin	Member	
8	Mr.Mujeer Pasha	Member	
9	Ms.Gul Afshan	Member	
10	Mr.Rafique Ahmed	Member	



Al Ameen Institute of Management Studies

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting Internal Quality Assurance Cell (IQAC) Meeting

Date : 24.04.2020

Time : 11:30am

Venue : Online via Zoom Platform

Minutes of Last Meeting

The minutes of previous meeting held on 28.03.2020 were confirmed

Salient features of the meeting and Progress was noted and the minutes were passed unanimously

Agenda

To Work on Documentation Collection of AQAR 2020-2021

Discussion on each NAAC criterion Progress for Preparation of AQAR

Presentation of Plan of Action by HODs

Discussions and Resolutions

Mr.Abdul Rizwan Shariff, IQAC Co-ordinator briefly presented the AQAR Format

Dr.B.A Anuradha, Chairperson instructed that Criterion Incharge should Collect AQAR Documentation

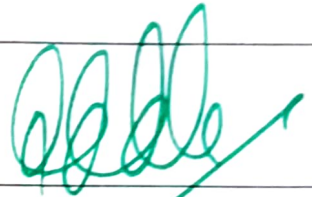
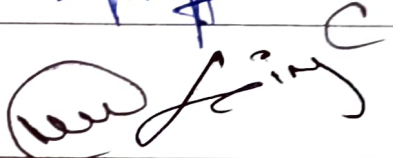
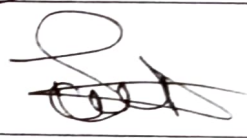
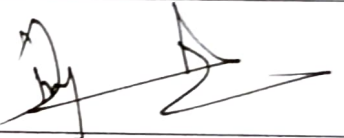
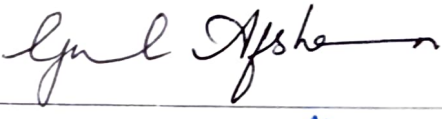
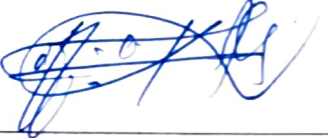
Mr.Deepak Singh M.C and Mrs.Saira Banu Presented the plan of Action for BBA & MBA Documentation. (2)

Mr.Abdul Rizwan Shariff, IQAC Co-ordinator shared soft copies of previous AQAR Report

Mr.Abdul Rizwan Shariff, IQAC Co-ordinator asked Criterion Incharge to start collecting data. (3)
After collection of data it should be scanned and attached to the website.

Mr.Deepak Singh M.C HOD MBA informed that II and IV Semester MBA Online Classes started from

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1	Dr.B.A Anuradha	Chairperson	
2	Mr.Abdul Rizwan Shariff	IQAC Co-ordinator	
3	Mr.Deepak Singh M.C	Member	
4	Mrs.Saira Banu Neelgar	Member	
5	Dr.Irfan Mumtaz K.S	Member	
6	Prof.Jeevanand	Member	
7	Mr.Shah Nizamuddin	Member	
8	Mr.Mujeer Pasha	Member	
9	Ms.Gul Afshan	Member	
10	Mr.Rafique Ahmed	Member	



Al Ameen Institute of Management Studies

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting Internal Quality Assurance Cell (IQAC) Meeting

Date : 29.05.2020

Time : 11:30am

Venue : Online via Zoom Platform

Minutes of Last Meeting

The minutes of previous meeting held on 24.04.2020 were confirmed

Salient features of the meeting and Progress was noted and the minutes were passed unanimously

Agenda

To arrange a online webinar on Expectations of the Industry during Covid for the students

Discussion on Existing Mentoring Committee

Discussions and Resolutions

Dr.B.A Anuradha, Chairperson informed that online webinar on Expectation of Industry should be organized to make students understand the expectations of Industry during Covid Scenario.

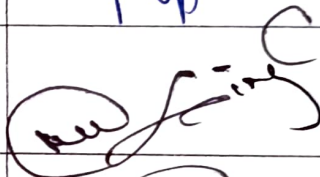
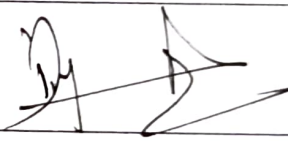
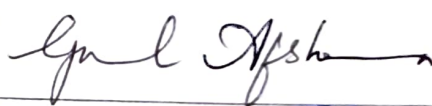
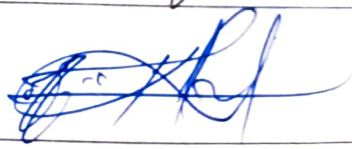
It is also suggested to arrange a session on Expectation Management for MBA Students to rendering them to various industrial practices and Principles.

Mr.Abdul Rizwan Shariff, IQAC Co-ordinator instructed faculty members to make Mentoring Committee and prepare list of students for mentoring and the respective mentors were asked to maintain documents in one format to file the mentor-mentee details. He informed that Mentoring list should be displayed and shared to the respective Mentor-Mentee.

Dr.B.A Anuradha, Chairperson highlighted about identifying slow learners and working towards improving their academic performances.

Mr.Deepak Singh M.C and Mrs.Saira Banu suggested after lockdown Numeral subject Classes for BBA and MBA Students should be conducted in crash Course adhering to social distancing norms.

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4	Mrs.Saira Banu Neelgar	Member	
5	Dr.Irfan Mumtaz K.S	Member	
6	Prof.Jeevanand	Member	
7	Mr.Shah Nizamuddin	Member	
8	Mr.Mujeer Pasha	Member	
9	Ms.Gul Afshan	Member	
10	Mr.Rafique Ahmed	Member	



Al Ameen Institute of Management Studies

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting Internal Quality Assurance Cell (IQAC) Meeting

Date : 26.06.2020

Time : 11:30am

Venue : Online via Zoom Platform

Minutes of Last Meeting

The minutes of previous meeting held on 29.05.2020 were confirmed

Salient features of the meeting and Progress was noted and the minutes were passed unanimously

Agenda

Brief about the activities during Covid pandemic period

Virtual Certification Programmes for Students and Faculties

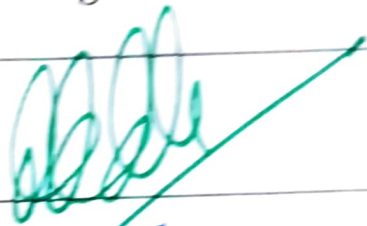
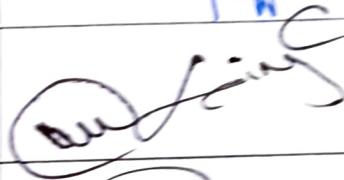
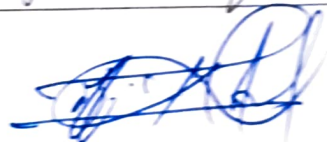
Discussions and Resolutions

Dr.B.A Anuradha, Chairperson informed faculty members to enroll for Online MOOC and Swayam Courses pertaining to their area of specialization. Madam suggested faculties to orient students to enroll for online certification Programmes. (6)

Mr.Abdul Rizwan Shariff, IQAC Co-ordinator instructed subject handling faculties to share soft copy of Study material and PPTs through mail.

Mr.Abdul Rizwan Shariff, IQAC Co-ordinator informed faculties to utilize the pandemic period to enrich their research contributions.

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1	Dr.B.A Anuradha	Chairperson	
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3	Mr.Deepak Singh M.C	Member	
4	Mrs.Saira Banu Neelgar	Member	
5	Dr.Irfan Mumtaz K.S	Member	
6	Prof.Jeevanand	Member	
7	Mr.Shah Nizamuddin	Member	
8	Mr.Mujeer Pasha	Member	
9	Ms.Gul Afshan	Member	
10	Mr.Rafique Ahmed	Member	



Al Ameen Institute of Management Studies

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting Internal Quality Assurance Cell (IQAC) Meeting

Date : 27.07.2020

Time : 11:30am

Venue : Online via Zoom Platform

Minutes of Last Meeting

The minutes of previous meeting held on 26.06.2020 were confirmed

Salient features of the meeting and Progress was noted and the minutes were passed unanimously

Agenda

Brief about the Dissertation Reports MBA

Creation of awareness about opportunities created by industry Internship

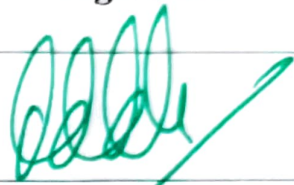
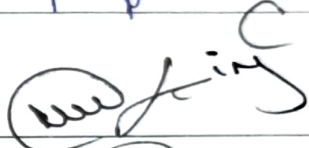
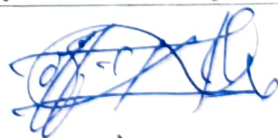
Discussions and Resolutions

Dr.B.A Anuradha, Chairperson informed that like every academic year Dissertation topics were discussed and approved by Principal and the dissertation reports of MBA students were getting ready for submission to University. (7)

Mr.Abdul Rizwan Shariff, IQAC Co-ordinator inquired about the Institute-Industry interactions happening to which Mr.Sadique, Placement Officer highlighted the continuous activity of arranging for Online Internships and placements. (8)

Dr.B.A Anuradha, Chairperson suggested about giving training to students about current trends in the industry by connecting with alumni student.

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5	Dr.Irfan Mumtaz K.S	Member	
6	Prof.Jeevanand	Member	
7	Mr.Shah Nizamuddin	Member	
8	Mr.Mujeer Pasha	Member	
9	Ms.Gul Afshan	Member	
10	Mr.Rafique Ahmed	Member	



Al Ameen Institute of Management Studies

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting Internal Quality Assurance Cell (IQAC) Meeting

Date : 28.08.2020

Time : 11:30am

Venue : Online via Zoom Platform

Minutes of Last Meeting

The minutes of previous meeting held on 27.07.2020 were confirmed

Salient features of the meeting and Progress was noted and the minutes were passed unanimously

Agenda

Preparations for Online Classes, Timetable

Covid-19 Vaccine Drive

Offline University Examinations

Discussions and Resolutions

Dr.B.A Anuradha, Chairperson inquired about Online Classes and Time Table for the students pertaining to Online sessions as most of the students were facing difficulties related to Online learning and Submission of Assignments. (9)

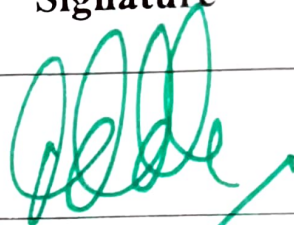
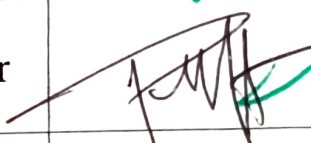
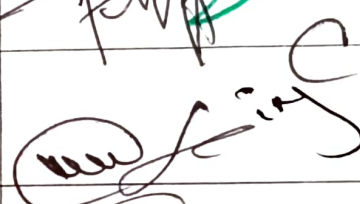
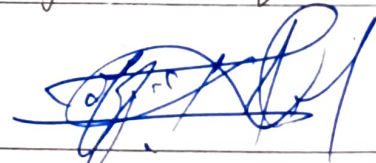
Mr.Abdul Rizwan Shariff, IQAC Co-ordinator informed that arrangements are to be made to facilitate students, faculties, Administration and supporting staff to take Vaccination. (10)

Mr.Abdul Rizwan Shariff, IQAC Co-ordinator suggested that proper record of students getting vaccination should be maintained and soft copy Vaccination Certificate should be maintained.

Mr.Deepak Singh M.C and Mrs.Saira Banu were instructed to organize Collaborative workshops on Gender Sensitization, Women Empowerment, and Various other Awareness Programmes to be conducted regularly.

Mr.Deepak Singh M.C informed about the arrangements and care taken to conduct offline University Examinations

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4	Mrs.Saira Banu Neelgar	Member	
5	Dr.Irfan Mumtaz K. S	Member	
6	Prof.Jeevanand	Member	
7	Mr.Shah Nizamuddin	Member	
8	Mr.Mujeer Pasha	Member	
9	Ms.Gul Afshan	Member	
10	Mr.Rafique Ahmed	Member	



Al Ameen Institute of Management Studies

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting Internal Quality Assurance Cell (IQAC) Meeting

Date : 25.09.2020

Time : 11:30am

Venue : Vice Principal Cabin

Al Ameen Institute of Management Studies

Minutes of Last Meeting

The minutes of previous meeting held on 28.08.2020 were confirmed

Salient features of the meeting and Progress was noted and the minutes were passed unanimously

Agenda

Preparations for Hybrid Classes (Online & Offline Classes), and Timetable

Commencement of Mini Project for III Semester MBA

Discussions and Resolutions

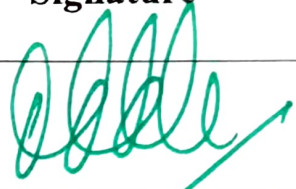
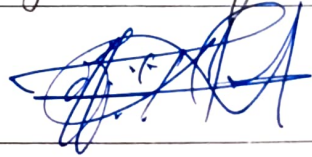
Dr.B.A Anuradha, Chairperson inquired about the arrangement done to handle Hybrid Classes for students.

Mr.Abdul Rizwan Shariff, IQAC Co-ordinator instructed to conduct Crash Course for the Students specifically for Practical subjects and Revision & Remedial Classes should be conducted for slow learners.

Mrs.Saira Banu IQAC informed about the Student Induction Programme to be conducted in October.

Deepak Singh M.C IQAC Member instructed the respective guides to submit the Mini Project titles after getting approval from principal.

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9	Ms.Gul Afshan	Member	
10	Mr.Rafique Ahmed	Member	



Al Ameen Institute of Management Studies

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting Internal Quality Assurance Cell (IQAC) Meeting

Date : 23.10.2020

Time : 11:30am

Venue : Vice Principal Cabin

Al Ameen Institute of Management Studies

Minutes of Last Meeting

The minutes of previous meeting held on 25.09.2020 were confirmed

Salient features of the meeting and Progress was noted and the minutes were passed unanimously

Agenda

Preparations for Interactive Sessions on various Trends in Management during and after Covid-19 Pandemic Lockdown

Interclass Management Fest

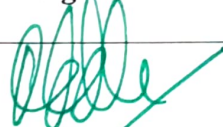
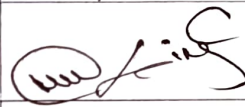
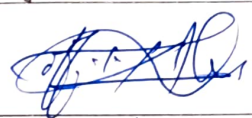
Discussions and Resolutions

Dr.B.A Anuradha, Chairperson inquired about the arrangement done to handle Hybrid Classes for students.

Mr.Abdul Rizwan Shariff, IQAC Co-ordinator instructed to conduct Crash Course for the Students specifically for Practical subjects and Revision & Remedial Classes should be conducted for slow learners. (11)

Mrs.Saira Banu informed about the Student Induction Programme to be conducted in October.

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4	Mrs.Saira Banu Neelgar	Member	
5	Dr.Irfan Mumtaz K.S	Member	
6	Prof.Jeevanand	Member	
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9	Ms.Gul Afshan	Member	
10	Mr.Rafique Ahmed	Member	



Al Ameen Institute of Management Studies

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting Internal Quality Assurance Cell (IQAC) Meeting

Date : 27.11.2020

Time : 11:30am

Venue : Vice Principal Cabin

Al Ameen Institute of Management Studies

Minutes of Last Meeting

The minutes of previous meeting held on 23.10.2020 were confirmed

Salient features of the meeting and Progress was noted and the minutes were passed unanimously

Agenda

To plan and Conduct training programme on Online Teaching, Hybrid teaching in view of Covid-19 Pandemic

To discuss on creating awareness towards Career and Employment Opportunities

Preparatory Examination

Discussions and Resolutions

Dr.B.A Anuradha, Chairperson instructed to conduct training programme on Online Teaching learning for faculties to enhance their skills in using Online teaching formats through Meeting Apps.

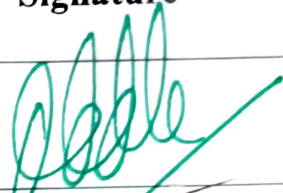
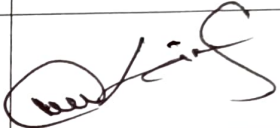
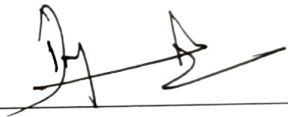
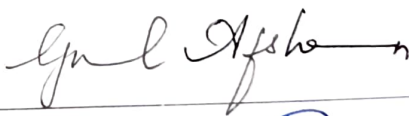
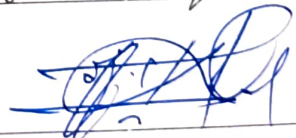
Mr.Abdul Rizwan Shariff, IQAC Co-ordinator and Mr.Shahnizamuddin IQAC member instructed to arrange for students a webinar or virtual training programme to bring awareness about gender sensitization towards gender equality and rising career and Employment Opportunities for students in Corporate and Government Sector.

Dr.B.A Anuradha, Chairperson suggested to explore the possibility to arrange a webinar session on Entrepreneurship.

Mrs.Saira Banu IQAC Member informed that Preparatory Examination is scheduled in December, Invigilation Schedule, Timetable were displayed and circulated

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List of Internal Quality Assurance Cell (IQAC) Members

Sl No	Name	Designation	Signature
1	Dr.B.A Anuradha	Chairperson	
2	Mr.Abdul Rizwan Shariff	IQAC Co-ordinator	
3	Mr.Deepak Singh M.C	Member	
4	Mrs.Saira Banu Neelgar	Member	
5	Dr.Irfan Mumtaz K.S	Member	
6	Prof.Jeevanand	Member	
7	Mr.Shah Nizamuddin	Member	
8	Mr.Mujeer Pasha	Member	
9	Ms.Gul Afshan	Member	
10	Mr.Rafique Ahmed	Member	



Al Ameen Institute of Management Studies

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting Internal Quality Assurance Cell (IQAC) Meeting

Date : 23.12.2020

Time : 11:30am

Venue: Vice Principal Cabin

Al Ameen Institute of Management Studies

Minutes of Last Meeting

The minutes of previous meeting held on 27.11.2020 were confirmed

Salient features of the meeting and Progress was noted and the minutes were passed unanimously

Agenda

Student Development Programme on Personality Development

Any other subject with the permission of the chair

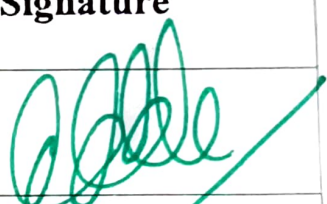
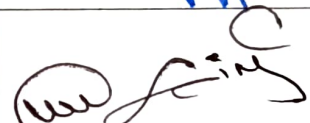
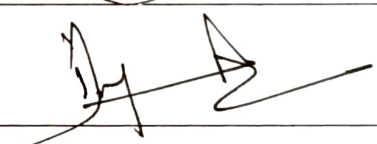
Discussions and Resolutions

Dr.B.A.Anuradha, Chairperson informed the members about the work done by IQAC Cell and the continuous updation of the documents by various committees of IQAC Cell

Dr.B.A Anuradha, Chairperson suggested to have seminars and Workshops on Ice-breaker sessions and Communication supporting activities.

Mr.Abdul Rizwan Shariff, IQAC Co-ordinator suggested from student's perspective about creating awareness about various financial Schemes available as most of the students miss out the opportunity due to lack of awareness

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9	Ms.Gul Afshan	Member	
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