

AL-AMEEN INSTITUTE OF MANAGEMENT STUDIES

IQAC INITIATIVES

Internal Quality Assurance Cell (IQAC) Minutes of IQAC Meeting

The IQAC meeting for Academic Session 2021-22 was held on 25th January 2021. The following members attended the meeting.

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Agenda

1. Review of minutes of Previous IQAC meeting
2. Planning for activities for the Academic Year 2021-22
3. Planning for AQAR Submission of A.Y.2021-22
4. Any other point with permission from the chair

Agenda 1: Review of minutes of IQAC Meeting and subsequent action taken

Resolution 1: The IQAC meeting was conducted on 25th January 2021 at 11:00 a.m. The minutes of the meeting were read out with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

Agenda 2: Planning for activities for the Academic Year 2021-22

Resolution 2: Planning for activities for the Academic Year 2021-22

Sl. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	1. To Carried out activities in A.Y. 2021-22 by all Departments	Discussions In view of guidelines for offline teaching, it is discussed that the institute should prepare for offline (classroom) teaching in a phased and planned manner. It is discussed to initiate and conduct more offline activities from AY 2021-22. Action Taken - An initial consent is obtained from the students for choice of offline / online teaching. Partial resume of offline teaching is initiated
2.	2. To prepare the Calendar of Events for the Academic Year 2021-22 by HOD's	Discussion - It is discussed that both the HOD's would obtain a Calendar of Events from the functional committee heads and

		members. <i>Action Taken</i> - The heads of the functional committee under the deans have submitted their academic year plan to the respective HOD's.
3.	To enhance the resources and Infrastructure requirement	<i>Discussion</i> - The process of new purchases is initiated. It is discussed to complete the purchase and infrastructural work by March 2022. <i>Action Taken</i> - Work of partition is over. The purchase of new high end PCs (i7 configuration) is in process. Also purchase of new equipment is also under process
4	A Webinar on Interpersonal Communication Skill was organised	I & III Semester MBA students attended the Webinar

Agenda 3: Planning for AQAR Submission of A.Y.2021-22

Discussion: Status of AQAR Submission of A.Y.2020-21

Resolution: It is planned to submit the AQAR for AY 2021-22 by March 2023.

Dr. Abdul Rizwan Shariff, IQAC Coordinator, proposed the vote of thanks to all IQAC members.



Dr. Abdul Rizwan Shariff

IQAC Co-ordinator



Dr. B.A. Anuradha

Principal
PRINCIPAL
(Dr. B.A. ANURADHA)
Al-Ameen Institute of
Management Studies
BANGALORE.

IQAC Committee Members

Name	Designation	Signature
Mr.Zubair Anwar Hon.Secretary	Hon. Secretary Al-Ameen Educational Society Bangalore-27	
Dr.B.A Anuradha Principal	Chairperson	
Dr.Abdul Rizwan Shariff Vice-Principal	IQAC Co-ordinator	
Mr.Deepak Singh M.C HOD-MBA Department	Member	
Mrs.Saira Banu HOD-BBA Department	Member	
Dr.Irfan Muntaz K.S Assistant Professor Al-Ameen Institute of Management Studies	Member	
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Prof.Jeevanand HOD, Management Studies Christ University, Bangalore	External Member	
Mr.Muzeer Pasha Manager Al-Ameen Institute of Management Studies	Member	
Mr.Rafeeq Ahmed B Accountant Al-Ameen Institute of Management Studies	Member	
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IQAC INITIATIVES

Internal Quality Assurance Cell (IQAC) Minutes of IQAC Meeting

The IQAC meeting for Academic Session 2021-22 was held on 24th June 2021 at 11:00am.

Agenda

1. Review of minutes of Previous IQAC meeting
2. To orient the staff about prevention of sexual harassment policy of the institution
3. To explain mechanisms available at the college for redressal of grievances related to sexual harassment
4. To discuss counselling facility at the college

Agenda 1: Review of minutes of IQAC Meeting and subsequent action taken

Resolution 1: The IQAC meeting was conducted on 24th May 2021 at 11:00 a.m. The minutes of the meeting were read out with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

Agenda 2: To orient the staff about prevention of sexual harassment policy of the institution

Resolution 2: Principal informed the members about zero tolerance policy of the institution towards sexual harassment. Principal intimated the members about the existence and the composition of the Internal Committee for prevention of sexual harassment in the institution.

Agenda 3: To explain mechanisms available at the college for redressal of grievances related to sexual harassment

Resolution 3: Principal strictly told the students about abstaining from engaging into activities which might result into sexual harassment. Principal informed the students about existence of Internal Committee comprising of Two Faculty Members and Two Student representatives for Prevention of Sexual Harassment at the college to deal with complaints related to sexual harassment.

Agenda 4: To discuss counselling facility at the college

Resolution 4: Principal informed about availability of counselling facility for the students at the college in association with Counsellor Mrs. Ruhi Nayeem

Any other point with permission from the chair

Dr. Abdul Rizwan Shariff, IQAC Coordinator, proposed the vote of thanks to all IQAC members.



Dr. Abdul Rizwan Shariff

IQAC Co-ordinator



Dr. B.A. Anuradha

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AL-AMEEN INSTITUTE OF MANAGEMENT STUDIES

IQAC INITIATIVES

Internal Quality Assurance Cell (IQAC) Minutes of IQAC Meeting

The IQAC meeting for Academic Session 2021-22 was held on 26th July 2021 at 11:00am.

Agenda

1. Review of minutes of Previous IQAC meeting
2. To discuss about Internal Examination
3. To discuss the time table of the course
4. Allotment of mentors

Agenda 1: Review of minutes of IQAC Meeting and subsequent action taken

Resolution 1: The IQAC meeting was conducted on 24th June 2021 at 11:00 a.m. The minutes of the meeting were read out with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

Agenda 2: To discuss about Internal Examination

Resolution 2: The members were acquainted with the pattern of examination introduced by the University from Academic Year 2021-2022. Separate In-charge for conducting these examinations were already appointed. They discussed the issues faced by them. It was resolved that:

1. Internal examination to be conducted with utmost seriousness. Syllabus should be informed 10 days before the internal exams.
2. Marks should be given strictly according to merit
3. Marks to be displayed on the notice board
4. Students should be allowed to see their Answer Booklets on a pre-decided date.
5. Retest to be conducted only once in a semester.
6. Ordinance of University which gave grace marks to a student on scoring marks in the University was also discussed and it was decided that students should get benefit of that ordinance wherever applicable.
7. Utmost care to be taken while uploading internal marks to the University.

Accordingly, following faculty members were given responsibility of it :

Dr.Y.V Sheshadri as MBA Internal Examination In-charge

Mr.Abdul Wajid as BBA Internal Examination In-charge

Agenda 3: To discuss the time table of the course

Resolution 3: The time table for all the divisions and classrooms allotted were informed to the students.

Agenda 4: Allotment of mentors

Resolution 4: Principal explained to the students and parents the mentor-mentee system initiated by the college and also introduced the mentors appointed for all classes.

Mr. Deepak Singh M.C HOD informed that A Webinar on Interview Skills was organised on 17th July 2021 for MBA Students.

Any other point with permission from the chair

Dr. Abdul Rizwan Shariff, IQAC Coordinator, proposed the vote of thanks to all IQAC members.


Dr.Abdul Rizwan Shariff

IQAC Co-ordinator

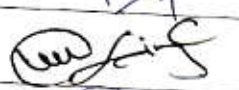

Dr.B.A Anuradha

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AL-AMEEN INSTITUTE OF MANAGEMENT STUDIES

IQAC INITIATIVES

Internal Quality Assurance Cell (IQAC) Minutes of IQAC Meeting

The IQAC meeting for Academic Session 2021-22 was held on 23rd August 2021 at 11:00am.

Agenda

1. Review of minutes of Previous IQAC meeting
2. Organising Two-Day Inter-college Sports Day 2021
3. Discussion on Requirements and Preparations of Sports Day 2021

Agenda 1: Review of minutes of IQAC Meeting and subsequent action taken

Resolution 1: The IQAC meeting was conducted on 23rd August 2021 at 11:00 a.m. The minutes of the meeting were read out with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

Agenda 2: Discussion on Requirements and Preparations of Sports Day 2021

Resolution 2: To enhance the competition atmosphere and Students Participation in Sports, IQAC Co-ordinator proposed Sports Organising committee for the Sports Day to be conducted as soon as possible for early finalisation of the competition events and the selection mechanism for participants.

Agenda 3: Discussion on Requirements and Preparations of Sports Day 2021

Resolution 3: Dr.Abdul Rizwan Shariff discussed the organising of Sports Day 2021 and date was finalised on 8th and 9th September 2021 to organise Sports Day in Al-Ameen "B" Campus.

Any other point with permission from the chair

Dr. Abdul Rizwan Shariff, IQAC Coordinator, proposed the vote of thanks to all IQAC members.


Dr. Abdul Rizwan Shariff

IQAC Co-ordinator


Dr. B.A. Anuradha

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The IQAC meeting for Academic Session 2021-22 was held on 23rd August 2021.

The following members attended the meeting.

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AL-AMEEN INSTITUTE OF MANAGEMENT STUDIES

IQAC INITIATIVES

Internal Quality Assurance Cell (IQAC) Minutes of IQAC Meeting

The IQAC meeting for Academic Session 2021-22 was held on 20th September 2021 at 11:00am

Agenda

1. Review of minutes of Previous IQAC meeting
2. Suggestions from faculties for quality enhancement
3. IQAC action Plan

Agenda 1: Review of minutes of IQAC Meeting and subsequent action taken

Resolution 1: The IQAC meeting was conducted on 23rd August 2021 at 11:00 a.m. The minutes of the meeting were read out with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

Agenda 2: Suggestions from faculties for Quality Enhancement

Resolution 2: Suggestions are given by faculty members on quality enhancement. Following suggestions are given;

Encouraging teachers to take up minor/major research projects and submit it to recognising agencies

Motivating teachers to go for orientation programs, Faculty Development Programmes, Workshops and Seminars

Teaching and Evaluation plan development and innovative ways to measures outcome of students

Agenda 3: IQAC action Plan

Resolution 3:

- a. The members of IQAC met online and as the first agenda, the status of Online classes were collected. It was observed that, faculty members have opted for multiple innovate means to reach out to the students
- b. Classes were progressing successfully.
- c. The mentors where reaching out to students to understand their wellbeing.

Some of the IQAC initiatives were proposed such as

- a. Online Webinars for engaging students with International Experts as the opportunity extends the same way
- b. To engage simulation online
- c. To provide online training for faculty and administrative staff
- d. Encourage students to engage in online internships and certificate courses
- e. As the pandemic is new and methodologies are to be chalked out, IQAC will be working out a means to handling it.

Any other point with permission from the chair

Dr. Abdul Rizwan Shariff, IQAC Coordinator, proposed the vote of thanks to all IQAC members.



Dr. Abdul Rizwan Shariff

IQAC Co-ordinator



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IQAC INITIATIVES

Internal Quality Assurance Cell (IQAC) Minutes of IQAC Meeting

The IQAC meeting for Academic Session 2021-22 was held on 25th October 2021 at 11:00am

Agenda

1. Review of minutes of Previous IQAC meeting
2. Guest lectures and Quality initiative
3. Quality initiatives for Effective Academic Performance

Agenda 1: Review of minutes of IQAC Meeting and subsequent action taken

Resolution 1: The IQAC meeting was conducted on 20th September 2021 at 11:00 a.m. The minutes of the meeting were read out with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

Agenda 2: Guest lectures and Quality initiative

Resolution 2: The number of expert lectures to be increased for the students and to initiate faculty academic discourse. As instructed by Principal Dr.B.A Anuradha, seminars for students will be initiated.

Agenda 3: Quality initiatives for Effective Academic Performance

Resolution 3: The pass percentage for the academic year 2019, was evaluated, the following steps were considered to improve the pass percentage for the students;

- i. To ensure students are given weekly assignments based on the previous year question papers
- ii. Remedial classes to be conducted

Any other point with permission from the chair

members.


Dr. Abdul Rizwan Shariff

IQAC Co-ordinator


Dr. B.A. Anuradha

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Agenda

1. Review of minutes of Previous IQAC meeting
2. Activities relevant to IQAC
3. Proposal for National Seminar

Agenda 1: Review of minutes of IQAC Meeting and subsequent action taken

Resolution 1: The IQAC meeting was conducted on 25th October 2021 at 11:00 a.m. The minutes of the meeting were read out with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

Agenda 2: Activities relevant to IQAC

Resolution 2: The academic performance of the students were taken into consideration and methods to improve the academic performance. It was proposed by Dr. B.A Anuradha Principal, to conduct monthly test for the first and second years as method of improving their academic performance. This was accepted by IQAC and it was duly notified to the students and faculty member

Agenda 3: Proposal for National Seminar

Resolution 3: It was proposed to organise a Seminar on Current Trends in Management Education by inviting eminent Corporate personalities for the same.

Any other point with permission from the chair

Dr. Abdul Rizwan Shariff, IQAC Coordinator, proposed the vote of thanks to all IQAC members.


Dr. Abdul Rizwan Shariff

IQAC Co-ordinator

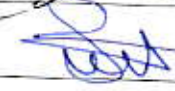

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Internal Quality Assurance Cell (IQAC) Minutes of IQAC Meeting

The IQAC meeting for Academic Session 2021-22 was held on 20th December 2021 at 11:00am

Agenda

1. Review of minutes of Previous IQAC meeting
2. Criteria wise Analysis of IQAR
3. Activities and Programmes to be conducted in the year 2022-2023

Agenda 1: Review of minutes of IQAC Meeting and subsequent action taken

Resolution 1: The IQAC meeting was conducted on 24th November 2021 at 11:00 a.m. The minutes of the meeting were read out with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

Agenda 2: Criteria wise Analysis of IQAR

Resolution 2: It was discussed and finalised those criteria wise analysis that is to be done for the improvement in the academic and administrative working of an institution. All the IQAR Criterion were discussed thoroughly and suggestions were invited from all faculty members and IQAC members

Agenda 3: Activities and Programmes to be conducted in the year 2022-2023

Resolution 3: Career Guidance session for students under Placement Cell

Alumni Guest Lecture Series

Various Student Development Cell activities and extension activities through NSS

Inter-Class Management Fest

Inter-collegiate Management Fest

Alumni meet

Management Development Programme

Faculty Development Programme

Any other point with permission from the chair

Dr. Abdul Rizwan Shariff, IQAC Coordinator, proposed the vote of thanks to all IQAC members.


Dr. Abdul Rizwan Shariff

IQAC Co-ordinator

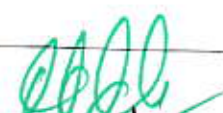

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