



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 19.01.2019**

Minutes of The Last Meeting

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

Agenda

- To organize Silent March
- Semester-wise analysis of results
- Remedial coaching classes for weaker students
- Intra- Semester Assessment answer papers shown to the students
- Internal Academic Audit for all courses of BBA & MBA Students
- Peer learning

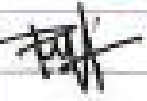
Discussions & Resolutions

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

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.

Inter- Collegiate Management Fest-Our students were deputed to various colleges of Bangalore and students have won prizes in the various events.

List OF IQAC Members

Sl.No	Names	Designation	Signature
1	Dt Subhan Shatiff	Hon. sec AEs	
2	Dt. B.A. Anusadha	Chairperson	
3	Abdul Rizaq Shatiff	Co-Ordinator	
4	Deepak Singh M.C	Member	
5	Mrs Saira bano Nedgers	"	
6	Chaitra S. Hitenath	"	Chaitra
7	P. Jagan Murthy K.S.	"	
8	P.G. Jeemonand	"	
9	Ms. Sha. Nizamuddin	"	
10	Ms. Myerab Pasha	"	
11	Abdul Azhan	"	
12	Rajeev 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 16.02.2019**

Minutes of The Last Meeting

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

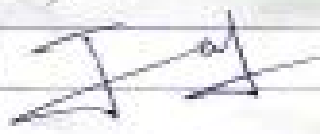
Agenda

- To organize Workshop On Cancer Awareness

Discussions & Resolutions

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

- Purchase of additional books and journals for the Library.
 - Deputing faculty to attend seminars / workshops on research, research methodology, research tools, etc.
 - Conduct of Orientation Programme on Project Paper for the Final Year B.B.A./M.B.A. students so as to guide them in preparing research-oriented projects
-

List OF IQAC Members			
Sl.No	Names	Designation	Signatures
1	Dt. Subhan Shahid	Hon sec AES	
2	Dt. B.A. Anwarulha	Chairperson	
3	Abdul Razaq Shahid	Coordinator	
4	Deepak Singh M.C.	Member	
5	Mrs. Saira bano Nadeem	"	
6	Chaithra S. Hibeerath	"	Chaithra
7	Dr. Ijaz Muneer K.I.	"	
8	Prof. Jaganmohan	"	
9	Mr. Sha. Nizamuddin	"	
10	Mr. Majid Pasha	"	
11	Mubulashan	"	
12	Rajique Ahmed. S	"	



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 16.03.2019**

Minutes of The Last Meeting

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

Agenda

- To conduct a Work shop on Next Millennium Leaders
- External faculty, experts and personnel from the industry are invited to deliver guest lectures.
- Organisation of field trips and study tours, within and outside the state to places and institutions of importance

Discussions & Resolutions

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

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.

Inter- Collegiate Management Fest-Our students were deputed to various colleges of Bangalore and students have won prizes in the various events.

List of IQAC Members			
Sl. No	Names	Designation	Signature
1	Dr. Subhan Shadiq	Hon. Sec. AES	
2	Dr. B.A. Anusudha	Chairperson	
3	Abdul Rizaq Shadiq	Coordinator	
4	Deepak Singh - M.C.	member	
5	Mrs. Sita Devi Nagre	"	
6	Chaitanya S. Hirasath	"	Chairman
7	Asifan Mumbaz K.L.	"	
8	Prof. Jeewanand	"	
9	Ms. Sha. Nazimuddin	"	Shahab
10	Ms. Mujeeb Pasha	"	Ms.
11	Ms. Gul Afshan	"	Gul Afshan
12	Raghuveer 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 20.04.2019**

Minutes of the Last Meeting

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

Agenda

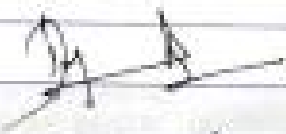
- To organize Guest Lecture on Team Working
- To organize workshop on Next Millennials

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 OF IGAC Members			
S.No	Name	Designation	Signature
1	Dt Subhan Shadiq	Hon sec AEs	
2	Dt. B.A. Arumadha	Chairperson	
3	Abdul Razaq Shadiq	Co-Ordinator	
4	Darshak Singh - M.C.	Member	
5	Mrs. Saita bahu Nedgar	"	
6	Chaitra S. Hitemath	"	Chairman
7	Diljan Muntaz K.S.	"	
8	Pdgy. Jeevanand	"	
9	Mr. Sha. Nizamuddin	"	
10	Mr. Mujeeb Raza	"	
11	Mubtasham	"	
12	Rajidun 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 18.05.2019**

Minutes of the Last Meeting

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

Agenda

- To organize Guest Lecture on Group Discussion on various emerging topic in field of Management
- To organize Guest Lecture on New Era of Leadership

Discussions & Resolutions

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

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.

As per the decision taken by the IQAC, the process of internal academic audit has been initiated during this academic year with the objective of improving the quality of teaching-learning-evaluation. The academic audit was conducted successfully.

New methodologies have been introduced in the teaching-learning process. Peer learning has been introduced for some courses and the same has been documented. All teachers submitted their teaching plans and compliance of teaching plans to the IQAC.

List of IRAC Members			
Sl.No	Name	Designation	Signature
1	Dt Subhan Shabiff	Hon Sec AES	
2	Dt. B. A. Anuradha	Chairperson	
3	Abdul Rizaan Shabiff	Co-Ordinator	
4	Deepak Singh M.C.	Member	
5	Ms. Saira bano Nalgas	"	
6	Chaitra S. Hirenath	"	Chaitra
7	Asifan Munday K.I.	"	
8	Peggy - Jeyarand	"	
9	Ms. Sha. Nizaruddin	"	
10	Ms. Mujess Pasha	"	
11	Ms. Gul Afshan	"	Gul Afshan
12	Rojale Akmal - 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 15.06.2019

Minutes of the Last Meeting

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

Agenda

- To organize Guest Lecture on New Era of Leadership
- Awareness through Mentorship System and counselling services
- Remedial Coaching classes

Discussions & Resolutions

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

- Regular monitoring of students attendance by the Attendance Committee. The attendance of every student is displayed on the notice boards at the beginning of every month. Letters are sent to parents if the attendance of their ward is below 75%. Meetings are organized for those students who have less than 75% attendance.
- The College provides professional Counselling and Career Guidance for students. As far as counselling is concerned, an external professional counsellor was appointed by the College. The Counsellor was available thrice a week. Formal counselling was done and informal sessions were engaged for many others

List OF IQAC Members

Sl.No	Names	Designation	Signature
1	Dt. Subhan Shatiff	Hon. sec AES	
2	Dt. B.A. Anwarulha	Chairperson	
3	Abdul Rizaq Shatiff	Co.ordinator	
4	Devgate Singh. M.C.	Member	
5	Md. Saib bahu Nafar	"	
6	Chaitra S. Hibernath	"	Chaitra
7	Tufan Mumtaz K.I.	"	
8	P.G. Jawarand	"	
9	Md. Sha. Nizamuddin	"	
10	Md. Mujeeb Pasha	"	
11	M. G. Uday Shan	"	
12	Rajiv Ashraf. 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 20.07.2019

Minutes of the Last Meeting

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

Agenda

- Preparation of Teaching plans by individual teachers
- Online faculty evaluation by students
- Distribution of results to parents
- Semester-wise analysis of results
- Remedial coaching classes for weaker students
- Intra- Semester Assessment answer papers shown to the students
- Internal Academic Audit for all courses of BBA & MBA Students
- Peer learning

Discussions & Resolutions

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

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.

Open book examinations, presentations, role play, and industry based assignments for BBA & MBA Students

List OF IQAC		Members	
Sl. No	Names	Designation	Signature
1	Dr. Subhan Shatiff	Hon sec AES	
2	Dr. B.A. Anusudha	Chairperson	
3	Abdul Razaq Shatiff	Coordinator	
4	Deepak Singh M.C.	Members	
5	Mrs. Saita benu Nalges	"	
6	Chaitanya S. Niteroth	"	Chaitu
7	Atipon Munday K.S.	"	
8	Pd. J. Javand	"	
9	Mr. Sha. Nizamuddin	"	
10	Mr. Majeed Pasha	"	
11	Ms. Gulshan	"	
12	Rajeev 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 17.08.2019

Minutes of the Last Meeting

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

Agenda

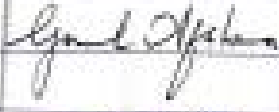
- Conduct of Orientation Programme on Project Paper for the Final Year B.A./B.Com. students so as to guide them in preparing research-oriented projects
- A workshop on Calculation of API scores to be organized so as to familiarize the teachers with the revised guidelines for API score.

Discussions & Resolutions

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

Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Participation in International Youth Day Celebration
- Observation of Van Mahotsav Day
- Rally on Swachh Bharat
- Rally on road safety awareness
- Blood donation camp
- Road Safety Week
- Anti-plastic drive
- Campus development and cleaning activity as part of 'Swachata hi Sewa' Initiative
- Celebration of Gandhi Jayanti
- Training Program for NSS girl volunteers on 'Women's Safety and Empowerment.

List OF IQAC Members			
Sl. No	Names	Designation	Signature
1	Dr. Subhan Shatiff	Hon Sec AEs	
2	Dr. B.A. Anusadha	Chairperson	
3	Abdul Razeen Shatiff	Coordinator	
4	Deepak Singh - M.C.	Member	
5	Mrs. Saita benu Nadgar	"	
6	Chaitra S. Hiteemath	"	Chaitra
7	Aijaz Murtaz K.I.	"	
8	Pd. Jeevanand	"	
9	Mt. Sha. Nizamuddin	"	
10	Mt. Mujeeb Pasha	"	
11	M. Gulshan	"	
12	Rafique Ahmad. 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 21.09.2019

Minutes of the Last Meeting

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

Agenda

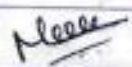
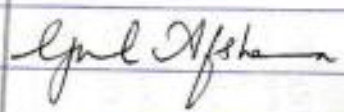
- To organize Guest Lecture on Handling Failure in Life
- Open book examinations, presentations, role play, and industry based assignments for BBA & MBA Students

Discussions & Resolutions

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

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.

Open book examinations, presentations, role play, and industry based assignments for BBA & MBA Students

List OF IQAC Members			
Sl. No.	Names	Designation	Signature
1	Dr. Subhan Shatiff	Hon sec AES	
2	Dr. B.A. Anutadha	Chairperson	
3	Abdul R. Zuan Shatiff	Co-Ordinator	
4	Deepak Singh. M.C.	member	
5	Mrs. Saita bahu Nedgar	"	
6	Chaitika S. Hitemath	"	Chaitika
7	Asifan Munday K.S.	"	
8	Prof. Jeevanand	"	
9	Mt. Sha. Nizamuddin	"	
10	Mt. Mujeeb Pasha	"	
11	Ms. Gul Afshan	"	
12	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 19.10.2019

Minutes of the Last Meeting

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

Agenda

- To organize Guest Lecture on Motivation and Inspiration For Success
- To Organise Blood Donation Camp with Eye and Dental Check-up

Discussions & Resolutions

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

- Class-wise Orientation Programme on the Examination Pattern for BBA & MBA Students
- Orientation Programme on the Scheme of Examinations for newly appointed faculty

List OF IQAC Members			
Sl.No	Names	Designation	Signatures
1	Dt. Subhan Shatiff	Hon sec AEs	
2	Dt. B. A. Anukatha	Chairperson	
3	Abdul Razaq Shatiff	Coordinator	
4	Deepak Singh M.C.	Member	
5	Mrs. Saita bandu vedgot	"	
6	Chaitra S. Hitenkath	"	Chaitra
7	Dr. Jhon Murtaz K.S.	"	
8	Prof. Jeevanand	"	
9	Ms. Sha. Nazamuddin	"	
10	Ms. Mujeeb Raza	"	
11	Moula Jahan	"	
12	Rajesh 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 16.11.2019**

Minutes of the Last Meeting

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

Agenda

- To organize Guest Lecture on Handling Failure in Life
- Open book examinations, presentations, role play, and industry based assignments for BBA & MBA Students

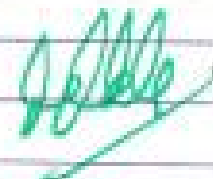
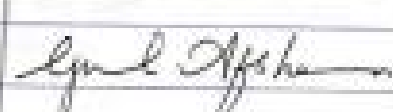
Discussions & Resolutions

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

A Guest lecture on Handling Failure in Life was successfully organized on 18.10.2019

The IQAC put forward several suggestions and on the basis of the decisions taken by the IQAC, the following have been implemented

- Preparation of Teaching plans by individual teachers
- Online faculty evaluation by students
- Distribution of results to parents

List OF IQAC Members			
Sl.No	Names	Designation	Signatures
1	Dr. Subhan Shaifff	Hon. sec AES	
2	Dr. B.A Anusatha	Chairperson	
3	Abdul Rizaan Shaifff	Coordinator	
4	Durgate Singh. M.C.	Member	
5	Mrs. Saira bano Begum	"	
6	Architha S. Hiteswath	"	Chairman
7	Sifjan Mumtaz K.S.	"	
8	Prof. Jeevanand	"	
9	Mr. Sh. Nizamuddin	"	
10	Ms. Nijet Pasha	"	
11	Mr. Subhashan	"	
12	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 21.12.2019**

Minutes of the Last Meeting

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

Agenda

To organize Awareness talks for NSS volunteers on; Cleanliness, Health, Hygiene and Epidemics, Personality Development, Stress Management, Development of leadership skills, Cleanliness and lifestyle disorders, Civic Responsibilities and Cleanliness, Road safety, Breast Cancer

Discussions & Resolutions

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

Faculty members were informed to organize a Workshop on Professional and Self-Development for College Teachers.

Brief discussion on Quality Enhancement and Assurance in Higher Education Institutions in the context of the Revised NAAC Assessment and Accreditation Framework

List OF IQAC Members

Sl.No	Names	Designation	Signature
1	Dr. Subhan Shatiff	Hon sec AEs	
2	Dr. B.A. Arunkatha	Chairperson	
3	Abdul Rizaq Shatiff	Coordinator	
4	Deepak Singh - M.C.	Member	
5	Mrs. Sarita Banu Nedgao	"	
6	Chaitanya S. Hidenath	"	Chaitanya
7	Dr. Tajan Muntaz K.S.	"	
8	Prof. Teekarand	"	
9	Ms. Sha. Nizaruddin	"	Shamuddin
10	Ms. Mujib Pasha	"	Mujib
11	M. Gulzshan	"	Gul Afshan
12	Razique Ahmed. B	"	