

**ANWARUL ULOOM COLLEGE ( Autonomous )**

**( Affiliated to Osmania University )**

**ACCREDITED BY NAAC WITH "A" GRADE**

**Minutes of the IQAC and Heads of Departments Meeting held on 25<sup>th</sup> Feb 2019**

**Members Present :**

1. Mr. Ahmed Baig, Director, Anwarul Uloom College
2. Prof. Haji Sajjad Dept. of Commerce
3. Dr. A. Vijaya Govind, HOD Commerce Dept.
4. Dr. Sadia Fatima, HOD Botany Dept.
5. Dr. Mazaher Hussain, HOD Economics Dept.
6. Dr. Kauser Khan, HOD English Dept.
7. Mr. Siraj Basha, HOD BBA Dept.
8. Mrs. Nadeem Fatima, HOD Dept. of Biotechnology
9. Ms. Zoya Nourien, HOD Nutrition Dept.
10. Mr. Muqtadir, HOD Microbiology
11. Mr. Salman Baig, HOD CSE
12. Dr. Shobha Rani, Dept. of Commerce
13. Dr. Kausar Begum, HOD Dept. of Arabic
14. Mrs. Mohi Fatima, HOD Dept. of Hindi
15. Dr. Md. Salahuddin, HOD Dept. of Mathematics
16. Mrs. Asma Sadia, HOD Dept. of Political Sciences
17. Mrs. Viqarunisa, HOD Dept of Public Administration
18. Mr. Shiva Kumar, HOD Dept of Telugu
19. Ms. Talath Begum, HOD Dept of Urdu

The meeting commenced at 12 noon. The Director of Anwarul Uloom College welcomed all the Heads of Departments and IQAC members. The Items of agenda were taken up. Action taken report on the last meeting minutes was reviewed as follows..

**Criteria - 1 : Curricular Aspects**

The Convener Dr. Syeda Sameena Aziz was absent, the matter was deferred.

**Criteria - 2 : Teaching, Learning and Evaluation**

The Convener Dr. Sultana Begum too was absent, and it was informed that she has proceeded on long leave hence Dr. Md. Salahuddin will be replacing Dr. Sultana. Since Mr. Felix is very much busy in Examination activities, his name was also decided to be deleted from this Committee.

### **Criteria - 3 : Research, Innovation and Extension**

This being the most important criteria, It is suggested that the convener shall call all HOD's only to discuss ways and means to strengthen Research, Innovation and Extension related tasks in the Institution and submit recommendations for further action.

### **Criteria - 4 : Infrastructure and Learning Resources**

The Convener is advised to obtain the requirements from all HOD's such as Smart Class Rooms and digital facilities in all the Class Rooms. The consolidated requirements should be submitted to the Management.

### **Criteria - 5 : Student Support and Progression**

Convener submitted the Progress report. He was advised to initiate more tangible measures to show progress in matters of Total Computerization of Student related facilities, such as issuing of Bonafide Certificate, Transfer Certificate and Hall Ticket etc. It is also mentioned that Year wise Model Question Paper should be made available online. The GHMC has selected this college to monitor Shelter homes at Nilofer Hospital. The NSS Students should visit to these Shelter homes and report about the prevailing conditions.

### **Criteria - 6 : Governance, Leadership and Management**

It is regretted that action is yet to be initiated. The Convener is advised to take required steps without any further delay.

### **Criteria - 7 : Institutional Values and Best Practices**

It appears that the Convener has not gone through the literature on the subject and not aware of responsibilities. The IQAC Convener is being advised to personally meet each and every Convener and inform about their duties.

The other items on agenda were taken up and it is observed that the Convener of IQAC has failed to present some related documents. The IQAC Convener is advised to make sure all relevant documents are made available at the time of conduct of the Meetings. He is also advised to prepare consolidated report concerning Seminars, Symposiums, Workshops, Guest Lectures etc., of all Departments to be submitted in the next meeting.

### **Examination Invigilators Duty :**

It was reported that staff members are not present for the Invigilation duty. It is recommended that The Controller of Examination should furnish names of the invigilators who failed to turn up or report late for Invigilators duty. On receipt of his information further action will be taken in the matter.

**Students Feedback Forms :**

The progress was noted and found to be satisfactorily.


**Remedial Coaching Arrangements :**

All HOD's and Faculty members are advised to identify slow learners in their department and arrange conduct of remedial classes.

**Research Actiity Report of the Department :**

As a separate meeting is being called for to discuss this issue, further action will be based on the recommendations of the Convener of the Committee.

The meeting was adjourned with Vote of thanks by Dr. Md. Aijaz Khan.

  
Dr. Md. Aijaz Khan  
IQAC Coordinator

  
Principal