



Anwarul Uloom College (Autonomous)

(Affiliated to Osmania University)

Accredited with 'A+' Grade by NAAC

New Mallepally, Hyderabad- 500001, T.S., India.



Minutes of IQAC Meeting held on August 12, 2023

Date: August 12, 2023

Venue: Board Room

Time: 12:00 Noon

Agenda

1. Confirmation of minutes and action taken report on IQAC meeting held on June 13, 2023.
2. Department-wise Time-table and workload
3. Lab Equipments and Staff Requirements
4. Purchase of Books and Journals
5. Mentoring-Allotment of Mentees to Mentors
6. Update of College Website
7. Conduct of FDPs, Seminars/Webinars and Workshops
8. Reconstitution of Committees
9. Green Audit, Energy Audit and Environmental Audit
10. Renewal of ISO 9001-2015 Certificate
11. Any other matter with the permission of the chair

Members Present

1. Prof. Mohammed Abdul Razzak, Principal, AUC
2. Dr. Mehdi Bano, Coordinator-IQAC
3. Dr. Md. Aijaz Khan, Controller of Examinations
4. Dr. Yasmeen Banu, HOD, Business Administration
5. Dr. Abdul Saleem, HOD, English
6. Dr. Bibi Hafsa Azra, HOD, Botany
7. Dr. Syeda Asma Kauser, HOD, Mathematics
8. Mrs. Nadeem Fatima, HOD, Biotechnology
9. Mrs. Nasreen Sultana, HOD, Commerce
10. Mr. K. Felix, Sr. Faculty, History
11. Mr. Israr Ahmed, HOD, CSE

12. Mr. Habeeb Uddin Ahmed, Director Administration
13. Mr. Abdul Rahman, Superintendent
14. Dr. Syed Safiullah Ghouri
15. Ms. Simra Shahraz, M. Sc. Biotechnology (Student)
16. Prof. Haji Sajjad, Alumni
17. Dr. Sanaullah Qaseem, CEO, Mashq Integrated Solutions
18. Prof. Ahmed Baig, Director, Anwarul Uloom Group of Institutions.

Minutes of the Meeting

The meeting commenced at 12: 00 noon with a welcome address by the Director of the college, and he congratulated the new Coordinator IQAC and the team. He also announced positive changes in administration. Further, he emphasized on quality education and the importance of NAAC Accreditation in higher education institutions, taking up agenda items as follows:

Agenda Item - 1: Confirmation of minutes and action taken on IQAC meeting held on June 13, 2023: Coordinator IQAC presented the IQAC minutes and action taken report before the committee members, and all the members unanimously confirmed the minutes and action taken report on IQAC meeting held on June 13, 2023.

Agenda Item - 2: Department-wise Time-table and Workload: The director enquired about the Department-wise Time Table and individual workload of the staff members. Further, he requested Coordinator-IQAC to collect and submit the same to the management. He also advised to recruit the staff, wherever required.

Agenda Item - 3: Lab Equipments and Staff Requirements: The director of the college requested the coordinator-IQAC to collect requirements of Lab apparatus, new age equipments and Staff from the Heads of the Departments, and submit the same to the management for further action.

Agenda Item - 4: Purchase of Books and Journals: The director of the college requested the coordinator-IQAC to collect requirements of Books and Journals from the Heads of the Departments, and submit the same for further action.

Agenda Item - 5: Mentoring-Allotment of Mentees to Mentors: The director of the college enquired about the status of admissions, and allotment work of mentees to mentors. The coordinator IQAC presented the progress report for the same.

Agenda Item - 6: Update of College Website: As college website is important source of information for various stakeholders, Principal of the college requested, the coordinator IQAC to communicate the HODs and website committee to keep the website updated on a regular basis.

Agenda Item – 7: Conduct of FDPs, Seminars/Webinars and Workshops: The Director of the college pointed out the importance of FDPs, Seminars, Webinars and Workshops in enhancing the quality of teaching. However, he requested Coordinator IQAC to communicate all the HODs to conduct the FDPs, seminars and workshops on recent trends in the respective field for compliance.

Agenda Item – 8: Reconstitution of Committees: The director reviewed the work of committees. He advised the Coordinator IQAC to reconstitute the committees which are inactive and communicate the same to the committee members.

Agenda Item – 9: Green Audit, Energy Audit and Environmental Audit: Coordinator IQAC identified the importance of Green Audit, Energy Audit and Environmental Audit in NAAC. Further, Principal of the College requested the Coordinator IQAC to initiate the process of conducting the same.

Agenda Item – 10: Renewal of ISO 9001-2015 Certificate: The college has ISO 9001-2015 certification (Quality Management System) issued by ARS Assessment Private Limited and required renewal every year. In this connection, director of the college advised to submit relevant data for renewal process.

Resolutions: After detailed deliberation, it was resolved to approve the following items:

1. The minutes of previous IQAC Meeting and Action Taken Report.
2. To collect and submit the departmental time table and individual workload of the faculty members and staff recruitment, and submit the same for further action.
3. To collect the requirement of Lab apparatus, new-age equipments and staff from the departments and submit the same.
4. To collect the requirement of Books and Journals from the departments and submit the same for further action.
5. The Mentor-Mentee List for communication.
6. Communicate with Head of the Departments and Website Committee regarding website up-dation on a regular basis.
7. To communicate with the HODs regarding conduct of FDPs, Seminars and Workshops.
8. To re-constitute certain committees.
9. Initiate the conduct of Green Audit in the college
10. To submit the data for renewal of ISO 9001-2015 Certification.

The meeting concluded with a vote of thanks by Coordinator IQAC



Coordinator IQAC
COORDINATOR
Internal Quality Assurance Cell
Anwarul Uloom College (Autonomous)
New Mallepally, Hyderabad.



PRINCIPAL
Anwarul Uloom College (Autonomous)
New Mallepally, Hyderabad-01.