



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 June 13, 2023

Date: June 13, 2023

Venue: Board Room

Time: 12:00 Noon

Agenda

1. Confirmation of minutes and action taken on IQAC meeting held on 02 February 2023.
2. Plan of Action chalk out for the academic year 2023-24
3. Activity Schedule for the academic year 2023-24.
4. Almanac of UG
5. Submission of data to AISHE and participation in NIRF
6. Any other matter with the permission of the chair.

Members Present

1. Prof. Mohammed Abdul Razzak Principal AUC
2. Dr. Mohammed Aijaz Khan Coordinator IQAC
3. Mrs. Nadeem Fatima CoE & HOD Biotechnology
4. Dr. Syed Sameena Aziz Vice-Principal & HOD Chemistry
5. Dr. A Vijaya Govind (Sr. Faculty Commerce)
6. Mr. K. Felix HOD History
7. Mr. Israr Ahmed HOD CSE
8. Dr. Sadia Fatima HOD Botany
9. Dr. Yasmeen Banu HOD Business Administration
10. Dr. Mohammed Salah Uddin HOD Mathematics
11. Mrs. Nazia Mohammadi HOD N&D
12. Dr. Abdul Mogni Siddiqui HOD Urdu
13. Mrs. Maliha Afshan HOD Zoology
14. Mr. Habeeb Uddin Ahmed, Director Administration
15. Mr. Shamsuddin (Superintendent)
16. Mr. Mahmood Sharief (Account Officer)
17. Dr. Syed Safiullah Ghouri (Local Representation)

18. Ms. Shaista Osmani (Student)
19. Prof. Haji Sajjad, Alumni.
20. Mr. 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 Coordinator IQAC then after Mr. Ahmed Baig, Director of the college has taken up the items of the agenda. Mr. Ahmed Baig in his address briefed the members about A+ grade given by NAAC to the college and he congratulated the members of IQAC. Further, he emphasized quality education and the importance of NAAC accreditation in higher education, and taken up agenda items are as follows:

Agenda Item -1: Confirmation of minutes and action taken on IQAC meeting held on 02 February 2023: The Coordinator IQAC presented the IQAC Minutes and read the Action taken report and all the members unanimously confirmed the Minutes and action taken report on IQAC meeting held on 02 February 2023.

Agenda Item -2: Plan of Action chalk out for academic year 2023-24: The Coordinator IQAC presented the plan of action for academic year 2023-24 and discussed the plan in detail. After deliberation, plan of action approved by the members.

Agenda Item - 3: Activity schedule for Academic year 2023-24: The Coordinator IQAC has presented the proposed list of activities for the academic year 2023-24 and approved the same by the members. The director of the college requested to Coordinator IQAC to communicate the same with Heads of the Departments as soon as possible.

Agenda Item - 4: Almanac of UG: The Coordinator IQAC presented the Almanac of UG for the academic year 2023-24 submitted by the Almanac Committee. After deliberation the members of IQAC approved the Almanac 2023-24 with minor changes and requested to Coordinator to take approval in academic council meeting.

Agenda Item - 5: Submission of data to AISHE and participation in NIRF: The director of the college enquired about the last date of submission and instructed to Nodal officer of AISHE & NIRF to submit the data on time in coordination with Coordinator IQAC.

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

1. The minutes and action taken report on IQAC meeting held on 02 February 2023.
2. Plan of Action chalk out for academic year 2023-24 and communicate the same with heads of the departments for compliance.
3. Activities Schedule for Academic Year 2023–24 and communicate the same with heads of the departments for compliance.
4. Almanac of UG for Academic year 2023-24 and to take approval in Academic Council Meeting

The meeting concluded with a vote of thanks.


Coordinator IQAC

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


Principal

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



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Action taken Report on the Minutes of IQAC Meeting held on June 13, 2023

Resolutions	Action Taken
1. Plan of Action chalk out for the academic year.	Plan of Action chalked out and communicated the same with HODs for compliance.
2. Activity Schedule to be communicated	Activity Schedule approved in the IQAC Meeting and it is communicated with all concerned.
3. UG Almanac to be finalized to take approval in Academic Council Meeting.	UG almanac finalized and approved the same in Academic Council Meeting.

Coordinator IQAC
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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
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ACTION TAKEN REPORT ON THE IQAC MEETING MINUTES HELD ON AUGUST 12, 2023

S. No.	Resolutions	Action Taken
1.	Collect and submit the Departmental Time Table and Individual Workload of faculty members	Collected and Submitted to the Director of the college.
2.	To collect the requirements of Labs and Staff.	Collected and submitted.
3.	To collect the requirement of Library Books and Journals	Collected and sent to the librarian for further process.
4.	Communication of Mentor-Mentee List	Communicated for Compliance.
5.	To communicate with HODs and Website Committee for keeping website updated on a regular basis	Communicated to keep website up-to-date.
6.	To communicate with all the HODs to conduct FDPs, Seminars and Workshops	Conducted FDPs, Seminars, and Webinars.
7.	Reconstitution of inactive committees.	Reconstituted the new committees with new members and communicated.
8.	Resolved to conduct Green Audit	Work in Progress

Coordinator-IQAC

COORDINATOR

**Internal Quality Assurance Cell
Anwarul Uloom College (Autonomous)
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Principal

PRINCIPAL

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Minutes of IQAC Meeting held on October 10, 2023

Date: October 10, 2023

Venue: Board Room

Time: 12:00 Noon

Agenda

1. Confirmation of minutes and action taken report on IQAC meeting held on August 12, 2023.
2. Placement and Students Progression
3. Review the Progress on Students' Clubs.
4. Conduct of Capacity Development Programs.
5. Feedback from Stakeholders
6. Conduct of BoS Meetings.
7. Evaluation Reforms and Implementation of New Marks Scheme for UG & PG Courses.
8. 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
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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 noon with a welcome address by the Director of the college. Further, took up the following agenda items:

Agenda Item - 1: Confirmation of minutes and action taken on IQAC meeting held on August 12, 2023: The Coordinator IQAC presented the minutes and Action taken report. The members of IQAC unanimously confirmed the minutes and action taken report on IQAC meeting held on August 12, 2023.

Agenda Item - 2: Placement and Students' Progression: The Principal of the college identified the importance of placement and students' progression. He enquired about the data related to placement and students' progression to higher education. In this regard, he also requested Coordinator IQAC to communicate the Placement Officer and HODs to collect data in the prescribed format and submit the same to the IQAC.

Agenda Item - 3: Review of Progress on Students' Clubs: The Director of the college reviewed the progress work of students' clubs. After due deliberation he requested, the Coordinator IQAC to re-activate and rejuvenate the inactive students' clubs. He also advised to collect progress report on activities conducted by the Conveners of all the students' clubs.

Agenda Item - 4: Conduct of Capacity Development Programs: In this regard, the Director of the college requested the Coordinator IQAC to communicate the HOD, English to conduct Capacity Development Programs in the college on a regular basis.

Agenda Item - 5: Feedback from Stakeholders: The Coordinator IQAC presented the brief report on Feedback from various Stakeholders for the academic year 2023-24.

Agenda Item – 6: Conduct of BoS Meetings: The Director of the college requested the Coordinator IQAC to communicate with all Head of the Departments to conduct the BoS Meeting as per schedule.

Agenda Item – 7: Evaluation Reforms & Implementation of New Marks Scheme in UG and PG Courses: UGC and State Government Policy on Evaluation Reforms such as Marks Scheme, Continuous and Comprehensive Evaluation System were discussed at length. Further, the Director of the college advised the Coordinator IQAC to constitute a committee for evaluation reforms.

Resolutions: After due deliberations, it was resolved to approve the following.

1. Confirmed and approved the minutes and action taken report on IQAC meeting held on August 12, 2023.
2. To communicate with all heads of the departments and placement officer to obtain information on students' progression in the prescribed format.
3. Reconstitution of inactive student's clubs by appointing new conveners.
4. To communicate HOD English to conduct Capacity Development Programme on regular basis.
5. To communicate all the HODs to conduct BOS meetings as per schedule.
6. To constitute the Evaluation Reforms Committee and communicate the same to the members of the committee.

The meeting concluded with a vote of thanks.

Coordinator IQAC
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ACTION TAKEN REPORT ON THE IQAC MEETING MINUTES HELD ON OCTOBER 10, 2023

S. No.	Resolutions	Action Taken
1.	To Communicate with all Heads of the Departments and Placement Officer to obtain information on students' progression in the prescribed format.	Communicated to obtain information on students' progression in the prescribed format.
2.	To reconstitute the inactive students' clubs.	Reconstituted the inactive students' clubs and communicated to members of the committees.
3.	To communicate to conduct Capacity Development Programmes on a regular basis	Communicated the same to the members.
4.	To conduct BoS as meeting as per Schedule	Communicated to all HODs to conduct BoS meeting as per Schedule.
5.	To Constitute the Evaluation Reforms Committee	Constituted the Committee and communicated the same to the members.

Coordinator-IQAC

COORDINATOR

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New Mallepally, Hyderabad.

Principal

For
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Minutes of IQAC Meeting held on January 11, 2024

Date: January 11, 2024

Venue: Board Room

Time: 12:00 Noon

Agenda

1. Confirmation of minutes and action taken report on IQAC meeting held on October 10, 2023.
2. Review on AQAR for the academic year 2022-23
3. Preparations for Academic Council Meeting
4. MOUs and Collaborative Activities
5. Introduction of New UG Programmes
6. Promotion of Research and Development
7. 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
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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 principal of the college. Further, he requested the Director of the college to take up the agenda items for discussion. Accordingly, the agenda items are discussed as follows:

Agenda Item - 1: Confirmation of minutes and action taken on IQAC meeting held on October 10, 2023: The Coordinator IQAC presented the IQAC Minutes and Action Taken report and all the members unanimously confirmed the Minutes and action taken report on IQAC meeting held on October 10, 2023.

Agenda Item - 2: Review on AQAR for the academic year 2022-23: The Director of the college enquired about the progress of the criteria-wise work of AQAR 2022-23. In this connection the Coordinator IQAC presented the report.

Agenda Item - 3: Preparations for Academic Council Meeting: The director of the college enquired about the preparatory work for the academic council and requested to constitute a committee to make preparations for the academic council meeting.

Agenda Item - 4: MOUs and Collaborative Activities: The Director of the college enquired about the MOUs and collaborative activities. The Coordinator IQAC presented the report for the same. After discussion, Principal of the college suggested to make the MOUs more functional by conducting collaborative activities.

Agenda - 5: Introduction of New UG Programmes: The Director of the college enquired about the existing programmes and their demand in the market and suggested to introduce some new UG programmes. After due deliberation, and it was decided to introduce some new courses from the next academic year.

Agenda Item – 6: Promotion of Research and Development: This issue is discussed at length. The Director appreciated the faculty members for showing their interest towards minor and major research projects. He also motivated and advised the HODs to get at least one research project, and submit the details to research and development committee.

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

1. Confirm and approve the minutes and action taken report on IQAC Meeting held on October 10, 2023.
2. To constitute the committee for the preparations of the ensuing 39th Academic Council Meeting.
3. To advise the Heads of the Departments to conduct collaborative activities under MOUs.
4. To introduce B.Sc. (Mathematics, Statistics and Computer Science) & B.Sc. (Applied Nutrition and Public Health) as new programmes from the next academic year.
5. To advise the Heads of the Departments for submission of research proposals to the research and development committee.

The meeting concluded with vote of thanks.



Coordinator IQAC

COORDINATOR
Internal Quality Assurance Cell
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ACTION TAKEN REPORT ON THE IQAC MEETING MINUTES HELD ON JANUARY 11, 2024

S. No.	Resolutions	Action Taken
1.	To constitute committee for ensuing Academic Council Meeting	Committee Constituted
2.	To communicate with the HODs to conduct collaborative activities under MOUs.	Communicated and activities conducted by the Departments
3.	To introduce new programmes from the next academic year.	Work in progress
4.	To communicate with HODs for submission of Research Proposals.	Communicated with all the HODs

Coordinator-IQAC

COORDINATOR

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Principal

PRINCIPAL

**Anwarul Uloom College (Autonomous),
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