

Minutes of First IQAC Meeting for the academic year 2024-25, held on
June 06, 2024

Date: June 06, 2024

Venue: Board Room

Time: 12:00 Noon

Agenda

1. Confirmation of minutes and action taken report on IQAC meeting held on January 11, 2024.
2. Preparation of Almanac for the academic year 2024-25
3. Activity Schedule
4. Conduct of Seminars/Webinars, Conferences & Workshops
5. Introduction of Value-Added Courses in all departments
6. Organizing FDPs and Training Programmes
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. Ajaz 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. Further, he took up the agenda items for discussion. Accordingly, the agenda items were discussed as follows:

Agenda Item - 1: Confirmation of minutes and action taken on IQAC meeting held on January 11, 2024: 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 January 11, 2024.

Agenda Item - 2: Preparation of Almanac for the academic year 2024-25: The Director of the college requested the Coordinator IQAC to reconstitute the Almanac Committee and also to communicate the same to the persons concerned. He also requested to communicate with the Almanac Committee to prepare almanac for the academic year 2024-25, and take ratification for the same in the ensuing Academic Council Meeting.

Agenda Item - 3: Activity Schedule: The director of the college requested IQAC, to prepare the Activity Schedule for the academic year 2024-25, and also to communicate the same to all concerned.

Agenda Item - 4: Conduct of Seminars/Webinars, Conferences & Workshops: The Principal of the college requested the Coordinator-IQAC to collect proposals from all the departments regarding the conduct of seminars/webinars, conferences and workshops. He also suggested to collect estimated expenditure for conducting the same.

Agenda Item - 5: Introduction of Value-Added Courses in all departments: The Director of the college requested Coordinator-IQAC, to communicate all the HODs to introduce at least one Value Added Course in their departments.

Agenda Item - 6: Organizing FDPs and Training Programmes: The principal of the college requested Coordinator-IQAC to communicate all the HODs to organize at least one FDP and Training Programme in their respective departments.

Resolutions: After detailed deliberation, it was resolved to:

1. Confirm and approve the minutes and action taken report on IQAC Meeting held on January 11, 2024.
2. Reconstitute the Almanac Committee and advice to prepare almanac for the academic year 2024-25.
3. IQAC to prepare the Activity Schedule for the academic year 2024-25, and also to communicate the same with all concerned.
4. IQAC to collect proposals from all the departments regarding the conduct of seminars/webinars, conferences and workshops, along with estimated expenditure.
5. Communicate all the HODs to introduce at least one Value Added Course in their department.
6. Advise all the HODs to organize at least one FDP and Training Programme in their respective departments.

The meeting concluded with vote of thanks.



Coordinator IQAC

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



Principal

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



Anwarul Uloom College (Autonomous)

(Affiliated to Osmania University)

Accredited with 'A+' Grade by NAAC

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



ACTION TAKEN REPORT ON THE FIRST IQAC MEETING MINUTES HELD ON JUNE 06, 2024

S. No.	Resolutions	Action Taken
1.	To reconstitute the almanac committee and advise to prepare the almanac for the year 2024-25	Reconstituted the Almanac committee and communicated the same to the convener and members. And also advised the committee to prepare almanac for the academic year 2024-25
2.	To prepare the activity schedule for the academic year 2024-25, and communicate the same to all concerned.	Prepared Activity Schedule and communicated the same to all concerned.
3.	To collect proposals from all the departments regarding the seminar, webinars, conferences, workshops, etc. along with estimated expenditure.	Collected proposals from all the departments regarding seminars, webinars, conferences, workshops, etc. along with estimated expenditure and submitted the same to management for further action.
4.	To communicate all the HODs to introduce at least one value added course in their respective departments.	Communicated to all the HoDs to take initiative to introduce value added courses in their departments.
5	All HODs are advised to organize at least one FDP and Training Program in an academic year.	Communicated the same to all HODs.

COORDINATOR-IQAC

COORDINATOR

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

PRINCIPAL

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



**Minutes of Second IQAC Meeting for the academic year 2024-25, held on
August 22, 2024**

DATE: AUGUST 22, 2024

VENUE: BOARD ROOM

TIME: 12:00 NOON

Agenda

1. Confirmation of minutes and action taken report on IQAC meeting held on June 06, 2024.
2. Conduct of Induction Programme
3. Conduct of BOS Meeting and Academic Council Meeting for the academic year 2024-25
4. Review of AQAR work for 2023-24
5. Students Progression (Placement and Higher Studies)
6. Mentoring: Allotment of Mentees to Mentors
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. Shaik Shafeequr Rahman, Controller of Examinations, AUC
4. Dr. Siraj Basha, HOD, Business Administration
5. Dr. Abdul Saleem, HOD, English
6. Dr. Bibi Hafsa Azra, HOD, Botany
7. Mrs. Nasreen Sultana, HOD, Commerce
8. Mrs. Viquarunnisa, HOD, Pub. Adm.
9. Mr. Israr Ahmed, HOD, CSE
10. Mr. Syed Suleman, Manager
11. Mr. Abdul Rahman, Superintendent
12. Dr. Syed Safiullah Ghouri
13. Ms. Maryam Mujeeb, M. Sc. Biotechnology (Student)

14. Mr. Rahman Sharief, Alumni
15. Dr. Sanaullah Qaseem, CEO, Mashq Integrated Solutions
16. 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. Further, he took up the agenda items for discussion. Accordingly, the agenda items were discussed as follows:

Agenda Item - 1: Confirmation of minutes and action taken on IQAC meeting held on June 06, 2024: The Coordinator IQAC presented the IQAC Minutes and Action Taken Report thereon and all the members unanimously confirmed the minutes and action taken report on IQAC meeting held on June 06, 2024.

Agenda Item - 2: Conduct of Induction Programme: The Director of the college requested the Coordinator IQAC to prepare schedule and make arrangements for conducting Induction Program at the earliest. He also requested to communicate the same to all Heads of the Departments after the approval of the schedule.

Agenda Item - 3: Conduct of BOS Meeting and Academic Council Meeting for the academic year 2024-25:

The director of the college enquired about the status of BOS approval. Also, discussed about the existing programs offered by the college and identified the non-viable programs. After deliberations, following decisions are taken.

1. Introduce new employable programs in the college.
2. Conversion of Existing non-viable programs with new employable programs.in the upcoming Academic Council Meeting.

Further, he requested Coordinator-IQAC to communicate the examination branch to make brief report of result analysis for upcoming Academic Council Meeting.

Agenda Item - 5: Review of AQAR work for 2023-24: The Director of the college enquired about the progress work of AQAR 2023-2024. In this connection the coordinator-IQAC presented the report and found satisfactory.

Agenda Item -6: Students Progression (Placement and Higher Studies): The Principal of the college identified the importance of placement and student's progression. He enquired about the data related to placement and student's progression to higher education. In this connection, he requested coordinator IQAC to communicate the Placement Officer to collect data in a prescribed format and submit the same to IQAC.

Agenda Item - 7: Mentoring: Allotment of Mentees to Mentors: The Director of the college enquired about the allotment work of mentees to mentors and requested Coordinator-IQAC, to communicate the list of allotment of mentees to mentors to all the HODs for the first-year students.

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

1. The minutes and action taken report on IQAC Meeting held on June 06, 2024.
2. To prepare schedule and make arrangements for conducting Induction Program at the earliest and to communicate the same to all Heads of the Departments after the approval of the schedule.
3. To Introduce new employable programs in the college and conversion of Existing non-viable programs with new employable programs.in the upcoming Academic Council Meeting.
4. To communicate the Placement Officer to collect data in a prescribed format and submit the same to IQAC.
5. To communicate the list of allotment of mentees to mentors to all the HODs for the first-year students.

The meeting concluded with vote of thanks by Coordinator-IQAC.



Coordinator-IQAC

Internal Quality Assurance Cell

Anwarul Uloom College (Autonomous)

New Mallepally, Hyderabad.

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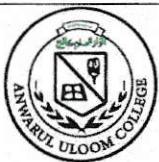


Principal

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ACTION TAKEN REPORT ON THE SECOND IQAC MEETING MINUTES HELD ON AUGUST 22, 2024

S. NO.	RESOLUTIONS	ACTION TAKEN
1.	To conduct Induction Program	Communicated to the committee to start preparations for conduct of induction program
2.	To communicate Examination Branch to make brief report on result analysis for upcoming Academic Council Meeting.	Communicated the same to Examination Branch.
3.	To communicate the Placement Cell to collect data in the prescribed format and submit the same to IQAC.	In this regard, instructions given to Placement Cell to collect & submit the data in prescribed format to IQAC.
4.	To communicate the list of allotment of mentee to mentors to all HODs for the first-year students.	In this regard issued the circular related to mentor-mentee allotment to all the HODs.

COORDINATOR-IQAC

COORDINATOR

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

PRINCIPAL

PRINCIPAL

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



Date: October 30, 2024

NOTICE

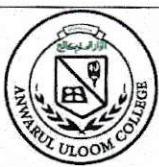
All the IQAC Members are requested to attend a meeting to be held on **November 04, 2024** at **12:00 noon** at **IQAC (Board Room)** of the college.

Agenda of the meeting is as follows:

1. Enrolment of students and teachers in SWAYAM – MOOCs, e-Patashala, NPTEL, etc.
2. Review of syllabus completion.
3. Conduct of Pre-examination committee meeting.
4. Conduct of Seminar/Webinar, Workshops & FDPs.
5. Any other matter with the permission of the chair.



PRINCIPAL



**Minutes of Third IQAC Meeting for the academic year 2024-25, held on
November 04, 2024**

DATE: NOVEMBER 04, 2024

VENUE: BOARD ROOM

TIME: 12:00

Agenda

1. Confirmation of minutes and action taken report on IQAC meeting held on August 22, 2024.
2. Enrolment of students and teachers in SWAYAM – MOOCs, e Patashala, NPTEL, etc.
3. Review of syllabus completion.
4. Conduct of Pre examination committee meeting.
5. Conduct of seminar/webinar, workshops & FDPs.
6. 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. Shaik Shafeequr Rahman, Controller of Examinations, AUC
4. Dr. Siraj Basha, HOD, Business Administration
5. Dr. Abdul Saleem, HOD, English
6. Dr. Bibi Hafsa Azra, HOD, Botany
7. Mrs. Nasreen Sultana, HOD, Commerce
8. Mrs. Viquarunnisa, HOD, Pub. Adm.
9. Mr. Israr Ahmed, HOD, CSE
10. Mr. Syed Suleman, Manager
11. Mr. Abdul Rahman, Superintendent
12. Dr. Syed Safiullah Ghouri
13. Ms. Maryam Mujeeb, M. Sc. Biotechnology (Student)
14. Mr. Rahman Sharief, Alumni
15. Dr. Sanaullah Qaseem, CEO, Mashq Integrated Solutions

16. 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. Further, he took up the agenda items for discussion. Accordingly, the agenda items were discussed as follows:

Agenda Item - 1: Confirmation of minutes and action taken on IQAC meeting held on August 22, 2024: The Coordinator IQAC presented the IQAC Minutes and Action Taken Report thereon and all the members unanimously confirmed the minutes and action taken report on IQAC meeting held on August 22, 2024.

Agenda Item - 2: Enrolment of students and teachers in SWAYAM – MOOCs, e Patashala, NPTEL, etc.

The director of the college, requested coordinator IQAC, to instruct all the heads of the departments to motivate all the faculty members and students of their respective departments to complete at least one online course (one teacher one course) in an academic year. Similarly, students shall be motivated & inspired to enroll for these courses.

Agenda Item - 3: Review of syllabus completion:

In this regard, to conduct semester examinations, it is advised by the director to coordinator IQAC to call a head of the departments meeting to know the status of syllabus completion.

Agenda item – 4: Conduct of Pre -examination committee meeting:

In this connection to conduct odd semester examinations, it is advised by the director to coordinator IQAC to schedule an examination committee meeting for smooth conduct of examinations.

Agenda item -5: Conduct of seminar/webinar, workshops & FDPs:

The principal of the college inquired about the conduct of seminars, webinars, workshops, and FDPs. In this regard, coordinator IQAC presented the report. Afterwards, it is advised to conduct at least one seminar, workshop. and FDPs.

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

1. The minutes and action taken report on IQAC Meeting held on August 22, 2024.
2. To issue a notice regarding enrolment of students and teachers in SWAYAM – MOOCs, e Patashala, NPTEL, etc.
3. To schedule a meeting of Heads of the Departments to discuss about the syllabus completion and conduct of seminars, workshops and FDPs in the departments.
4. To schedule a meeting of pre-examination committee for smooth conduct of examinations.

The meeting concluded with vote of thanks by Coordinator-IQAC



Coordinator IQAC

COORDINATOR

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



Principal

PRINCIPAL

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



ACTION TAKEN REPORT ON THE THIRD IQAC MEETING MINUTES HELD ON
NOVEMBER 04, 2024

S. NO.	RESOLUTIONS	ACTION TAKEN
1.	To issue a notice regarding enrolment of students and teachers in SWAYAM – MOOCs, e Patashala, NPTEL, etc.	In this regard issued the notice related to enrolment of students and teachers in SWAYAM – MOOCs, e Patashala, NPTEL, etc.
2.	To schedule a meeting of Heads of the Departments to discuss about the syllabus completion and conduct of seminars, workshops and FDPs in the departments.	Notice issued in this regard and conducted meeting.
3.	To schedule a meeting of pre-examination committee for smooth conduct of examinations.	In this regard, scheduled a meeting of examination committee.

COORDINATOR-IQAC

COORDINATOR

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

PRINCIPAL

PRINCIPAL

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



Date: February 17, 2025

NOTICE

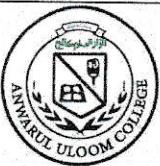
All the IQAC Members are requested to attend a meeting to be held on **February 19, 2025 at 12:00 noon at IQAC (Board Room) of the college.**

Agenda of the meeting is as follows:

1. Conduct of Second BOS Meeting.
2. Preparations for Upcoming Academic Council Meeting.
3. Organizing a Blood Donation Camp.
4. Review on Feedback of Stakeholders for the academic year 2024-25.
5. Updating of UG & PG Examination Manual.
6. Introduction of Value-Added Courses.
7. Any other matter with the permission of the chair.



PRINCIPAL



**Minutes of Fourth IQAC Meeting for the academic year 2024-25, held on
February 19, 2025**

DATE: FEBRUARY 19, 2025

VENUE: BOARD ROOM

TIME: 12:00 NOON

Agenda

1. Confirmation of minutes and action taken report on IQAC meeting held on November 04, 2024.
2. Conduct of Second BOS Meeting
3. Preparations for Upcoming Academic Council Meeting
4. Organizing a Blood Donation Camp
5. Review on Feedback of Stakeholders for the academic year 2024-25
6. Updating of UG & PG Examination Manual
7. Introduction of Value-Added 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. Shaik Shafeequr Rahman, Controller of Examinations, AUC
4. Dr. Siraj Basha, HOD, Business Administration
5. Dr. Abdul Saleem, HOD, English
6. Dr. Bibi Hafsa Azra, HOD, Botany
7. Mrs. Nasreen Sultana, HOD, Commerce
8. Mrs. Viqarunnisa, HOD, Pub. Adm.
9. Mr. Israr Ahmed, HOD, CSE
10. Mr. Syed Suleman, Manager
11. Mr. Abdul Rahman, Superintendent
12. Dr. Syed Safiullah Ghouri
13. Ms. Maryam Mujeeb, M. Sc. Biotechnology (Student)
14. Mr. Rahman Sharief, Alumni
15. Dr. Sanaullah Qaseem, CEO, Mashq Integrated Solutions

16. 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. Further, he took up the agenda items for discussion:

Agenda Item - 1: Confirmation of minutes and action taken on IQAC meeting held on November 04, 2024: The Coordinator IQAC presented the IQAC Minutes and Action Taken Report thereon and all the members unanimously confirmed the minutes and action taken report on IQAC meeting held on November 04, 2024.

Agenda Item - 2: Conduct of Second BOS Meeting: The Director of the college enquired about the second BOS meeting for the current academic year. In this connection, Coordinator-IQAC presented detailed report. Further, Director of the college requested Coordinator-IQAC to communicate with all Heads of the Departments to conduct Second BOS meeting at the earliest.

Agenda Item - 3: Preparations for Upcoming Academic Council Meeting: The Director of the college requested Coordinator IQAC to prepare agenda and communicate all the Head of the Departments to prepare PPTs and be prepared for the upcoming Academic Council Meeting.

Agenda item - 4: Organizing a Blood Donation Camp: The Director of the college requested Coordinator-IQAC to organize Blood Donation Camp in collaboration with Income Tax Department and communicate all the students and staff members to participate in the same.

Agenda item - 5: Review on Feedback of Stakeholders for the academic year 2024-25: The Coordinator-IQAC presented a satisfactory report on feedback and from various stakeholders for the academic year 2024-25.

Agenda Item - 6: Updating of UG & PG Examinations Manual: In this regard, members of IQAC discussed UG & PG Examinations Manual in detail. Further, the Director

of the college requested Coordinator-IQAC to communicate examination committee to review and update UG & PG Examinations Manuals as per University and UGC guidelines.

Agenda Item-7: Introduction of Value-Added Courses: Director of the college enquired about the Value-Added Courses offered by the various departments. In this regard, Coordinator-IQAC and members presented a brief report on Value Added Courses offered in the last and current academic year. After deliberation, Director of the college requested Coordinator-IQAC, to advise all the HODs to introduce at least two Value Added Course in their respective department and take approval in the BOS meeting.

Resolutions: After detailed deliberation, it was resolved to:

1. Confirm and approve the minutes and action taken report on IQAC Meeting held on November 04, 2024.
2. Communicate all the HODs to conduct second BOS meeting at the earliest.
3. Prepare Agenda for the upcoming Academic Council Meeting and to communicate all the Head of the Departments to prepare PPTs and be prepared for the upcoming Academic Council Meeting.
4. Organize the Blood Donation Camp in collaboration with Income Tax Department and communicate and advise all the students and staff members to participate.
5. Communicate Examination Committee to review and update UG & PG Examinations Manual as University and UGC Guidelines.
6. Advise all the HODs to introduce at least two Value Added Course in their respective department and take approval in the BOS meeting.

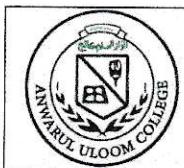
The meeting concluded with vote of thanks.


Coordinator IQAC

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


Principal

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



ACTION TAKEN REPORT ON THE FOURTH IQAC MEETING MINUTES HELD ON
FEBRUARY 19, 2025

S. NO.	RESOLUTIONS	ACTION TAKEN
1.	To conduct Second BOS Meeting at the earliest	Communicated to all HODs.
2.	To prepare agenda and PPTs for upcoming Academic Council Meeting.	Preparation of Agenda is in process and notice issued to HODs for preparation of PPTs.
3.	To Conduct of Blood Donation Camp and advise students and staff members to participate.	Communicated to students and staff member for participation.
4.	To review and update UG & PG Examinations Manual.	Communicated to Examination Committee.
5.	To advise all the HODs to introduce at least two Value Added Course in their respective department and take approval in the BOS meeting	Communicated to all the HODs to take initiative to introduce Value Added Courses in their respective departments and take approval in the BOS meeting.


COORDINATOR-IQAC

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


PRINCIPAL

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