

HASANATH COLLEGE

Minutes of Meetings and Action Taken Report 2023-24

INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2023-24

MINUTES OF MEETINGS

Meeting No. 1

Date: 27-8-2023

Venue: IQAC Cell

The IQAC Coordinator, Prof. Nazhat Ara Begum has welcomed and briefed the committee members about the agenda.

The Agenda of the meeting was discussed as under:

1. Constitution of the IQAC for the year 2023-24

It has been resolved to constitute the following IQAC members for the year 2023-24:

Dr. Alla Bakash, Principal is the **Chairperson and** Prof. Nazhat Ara Begum, as **Coordinator**

Management Members:

- 1) Mr Sulaiman Rabbani, Treasurer, HES
- 2) Mr Aziz Qader, Vice President, HES

Teacher Members:

- | | |
|--------------------------|--------------------|
| 1) Mr. Imran Khan | Commerce Dept |
| 2) Mrs. Nazila Tabassum | Commerce Dept |
| 3) Mr. Muzammil Pasha | Computer Sc. Dept |
| 4) Ms. Khateejatul Kubra | Commerce Dept |
| 5) Mr. Abdul Musheet | Management Dept |
| 6) Mrs. Sameena | Commerce Dept (PG) |
| 7) Mrs. Yasmeen | Hindi Dept |
| 8) Mr. Manjunath | Kannada Dept |

Students:

- | | |
|----------------------|-----------|
| 1. Mr. Imtiaz Ahmed, | III B.Com |
| 2. Ms. Maimuna | III B.B.A |

Alumni:

- 1) Mr. Syed Jarulla Zakwan,
- 2) Mr. Mehaboob

External Members: 1) Mr Murali Munegowda
Parents: 1) Mr. Govinda Rajulu

2. Preparation of Academic Calendar or Calendar of Events:

It was resolved to prepare the Academic Calendar 2023-24 and to upload it on the website

3. Conducting Orientation programme for first years:

Decided to conduct orientation programme for the freshers on **21st September 2023**

4. Organizing Bridge course:

It was decided to organize bridge courses for those students who come from other streams and familiarize the concepts from 28th August 2023 to 30th August 2023.

5. Conducting of Students Union Election:

The IQAC has decided to conduct students' union election for the academic year 2023-24. Mr. Muzammil Pasha, Lecturer in Computer Science has been nominated as Student Election Commissioner to conduct students election in the 1st week of September 2023.

6. Investiture ceremony

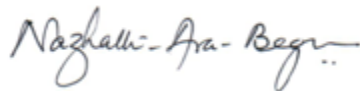
It was resolved in the IQAC meeting that Investiture ceremony will be held in 2nd week of September 2022 to felicitate the students who won in students' Union Election.

7. Nomination of various Functional Committees:

The IQAC team nominated conveners to various functional committees like Time table committee, Examination Committee, NSS Committee, Anti-Ragging Cell, Inter Complaint Cell, Discipline Committee, Excursion Committee etc for the smooth functioning of administration and academics.

8) Any other subject:

As no other business was to be transacted, the meeting concluded with a vote of thanks by IQAC Coordinator.



Coordinator
Nazhath Ara Begum


Principal
Hasanath College
Hennur, Bengaluru - 43

Principal
Dr. Alla Bakash

Outcome

1. The New IQAC team for the year 2023-24 has constituted, and regular meetings have conducted
2. Calendar of events prepared
3. Orientation programme conducted to know new regulations of university
4. Bridge Course organized for the benefit of new Students
5. Investiture ceremony to felicitate the students' union election was organized
6. Allotment of criterion-wise inputs to NAAC Core-Committee


Principal
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Principal

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Meeting No. 2

Date: 25-10-2022

Venue: IQAC Cell

IQAC Coordinator Prof. Nazhath Ara Begum, has welcomed and briefed the committee members about the agenda.

The Agenda of the meeting was discussed as under:

1) Completion of syllabus:

Faculty has been informed to complete the syllabus on time before the end of 15th November 2023

2) Result Analysis of Even semester:

-It was decided to analyze the result of even semester class wise and individual subject wise in coordination with all Head of Dpartments

3) Collecting feedback from students:

Collection of feedback was initiated from students by the IQAC

4) Preparation of AQAR of 2022-23

The IQAC decided to prepare AQAR of 2022-23 to submit to NAAC and instructed all the HODs to provide necessary inputs to the IQAC Coordinator

5) Conducting of Parent Teachers Meeting of Odd semester:

It was decided to organize parent teacher meeting to get suggestions for improvement in the before 15th November 2023.

6) Remedial classes for weak students

In bid to help under-achieved students and to secure better marks, continues remedial classes were conducted. It was found that there was significant improvement in performances after identifying weak students.

7) Review of:

- Completion of Syllabus
- Conducting students Internal Assessment Test
- Attendance Shortage
- Various Committee Activities

It was decided to review of syllabus reveals timely completion of portions;

- Conducting internal exams in the concerned subjects;
- To prepare the list of students having attendance shortage below 75% ;
- To gear up activities of various committees for ensuing LIC Inspection

8) Any other subject:

As no other business was to be transacted, the meeting concluded with a vote of thanks by IQAC Coordinator.



Coordinator
Nazhath Ara Begum



Principal
Hasanath College
Hennur, Bengaluru - 43

Principal
Dr. Alla Bakash

Outcome

- 1) Syllabus completed on time and revision classes taken
- 2) Result analysis done and brought to notice of concerned lecturers about their performance
- 3) Feedback of the students has been analyzed
- 4) Parent Teacher Meeting organized and suggestions collected
- 5) Syllabus was completed as per the calendar of events of university
- 6) Student seminars, internal assessment test were conducted
- 7) Prepared list of students having attendance shortage
- 8) Remedial classes for weak students were conducted

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Meeting No. 3

Date: 19-02-2023

Venue: IQAC Cell

IQAC Coordinator Prof. Nazhath Ara Begum, has welcomed and briefed the committee members about the agenda.

The Agenda of the meeting was discussed as under:

1) Review of Result of Odd semester:

-the committee has decided to analyze the result subject wise, individual and department wise and inform the same to the concerned departments for corrective actions.

2). Preparing for LIC Team visit of Bengaluru North University

All the teaching and non teaching staff have been informed to gear up activities of various committees for ensuing LIC Inspection. The principal has directed to all Staff members to keep ready with the documents required as per LIC Team

3) Framing of time table:

-The IQAC decided to prepare time table in consultation with all HODs

4) Conducting Cultural week:

It was decided to conduct cultural week under the auspices of Cultural committee in the last week of April 2024 and honour prize winners in College Annual Day.

6) Any other subject:

Honoring University Distinction and Toppers

The IQAC has been resolved to felicitate the distinction and toppers of the college in association with Management of the college for the students



Coordinator
Nazhath Ara Begum




Principal
Dr. Alla Bakash

Outcome

1. The toppers of Bengaluru North University Examinations have been felicitated
2. Results have been analyzed based on subject wise
3. Time table prepared to suit all dept requirements
4. The preparation for the LIC team visit completed
5. Remedial classes for weak students were conducted
6. Cultural week conducted and prize winners have been identified
7. The AQAR for the year 2022-23 has been submitted to NAAC on time

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Meeting No. 4

Date: 29-4-2024

Venue: IQAC Cell

IQAC Coordinator, Prof. Nazhath Ara Begum has welcomed and briefed the committee members about the agenda.

The Agenda of the meeting was discussed as under:

1) Efforts to be made to improve the admission of first year degree for the year 2024-25:

-It was decided to advertise about the college to attract more students in banners and pamphlets..

2) Organizing of Annual Day/ Graduation:

-It was decided to conduct of Annual Day/ Graduation Day in the month of May 2023 and to honour the prize winners.

3. To discuss plan of action for the year 2024-25:

-It was decided to seek Management Members contribution and alumni participation to get more admissions and to get donations and scholarships to students.

3) Review of even semester working:

-Decided to review the syllabus completion, question paper revision, attendance, assignments, internals, examination preparation.

5) Best Outgoing students award:

- Selection committee has been nominated to identify best outgoing students for the year 2023-24

6) Conducting of University Examinations:

-Examination Committee was formed to allot the Invigilation Duty and to conduct exams

7) Any other subject:

As no other business was to be transacted, the meeting concluded with a vote of thanks by IQAC Coordinator.



Coordinator
Nazhath Ara Begum




Principal
Dr. Alla Bakash

Outcome

- 1) A separate Marketing Team has been formed and Pamphlets were used to do marketing of college for admissions
- 2) College management extended their support to conduct Annual Day and prizes distribution was done
- 3) Alumni meeting were held to discuss on donations and scholarships
- 4) Syllabus completed and internal marks were allotted
- 5) Best outgoing students were nominated and felicitated
- 6) Bengaluru North University examinations May/June 2024 have completed successfully
- 7) The LIC Team of BNU visited the college and accorded affiliation for the academic year 2024-25




Principal