

# **Minutes of Meetings and Action Taken Report 2015-16**

## **HASANATH COLLEGE**

### **INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2015-16**

#### **MINUTES OF MEETINGS**

##### **Meeting No. 1**

**Date: 06-08-2015**

**Venue: IQAC Cell**

IQAC Coordinator, Dr. Rahamathulla Khan 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 2015-16**

It has been resolved to constitute the following IQAC members for the year 2014-15:

**Dr. Alla Bakash**, Principal is the Chairperson and **Dr. Rahamath ulla Khan**, as Coordinator

#### **Teacher Members:**

- Dr Md Shamshuddin
- Mrs Madhuri Reddy
- Mr Syed Muen
- Mr Fuzail Ahmed
- Ms. Rabina
- Ms. Khareemunnisa
- Mrs. Amruthamma

#### **Students Representatives**

- Mr. Sumeeth Guptha, 3<sup>rd</sup> BCOM
- Mr Abdul Rahaman, 3<sup>rd</sup> BCOM

**External Members:**

- Mr Murali Gowda

**Management Members:**

- Mr Sulaiman Rabbani
- Mr Aziz Qader

**2) Formation of Admission Committee:**

-It was decided to start admission process through admission committee and to follow the same fee structure of the last year.

**3) Introduction of newly appointed teaching staff :**

- Principal has introduced the newly recruited teaching staff to the members. The new staff members were oriented about the college, its vision, mission, core values, activities and goals by the Principal.

**4) Orientation to first year students:**

-It was decided in the meeting to organize orientation for the year coming in August month.

**5) Bridge Course for first year students:**

-It was decided to organize the bridge course programme and the same was finalized

**6) Discussion of Academic Calendar of Events:**

-All HODs are informed to prepare Calendar of Events for the year 2015-16

**7) Allotment of Mentors:**

-It was resolved to allot mentor to each class. Role of Mentor – mentee system for Redressal of student grievances was discussed.

**8) Formation various academic committees:**

-Various committees with convener and members were formed to help administration and IQAC

**9) Preparation of time table:**

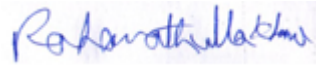
-Decided to prepare the time table of odd-semester through time table committee

## 10) Discuss on the new syllabus introduced by the University

- Principal acquainted the faculty with the new syllabus introduced by the University and need for putting extra efforts to understand the concepts

## 11) Any other subject

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



**Coordinator**  
**Dr. Rahamathulla Khan**



**Chairperson**  
**Dr. Alla Bakash, Principal**

## Outcome

- 1) The IQAC conducted regular meetings and finalized the calendar of events to be completed during 2014-15
- 2) Finalized the calendar of events to be completed during 2015-16
- 3) Orientation program for first year students was organized by the HODs and
- 4) Bridge courses were taken according to the time table.
- 5) Calendar of Events were finalized through the HODs
- 6) Various committees were formed for smooth decentralization of administration
- 7) Admission Committee formed and assisted administration works
- 8) Orientation for new teachers imparted by the Principal
- 9) Mentors were nominated and remedial classes conducted
- 10) Various administrative committee were formed for smooth functioning of academic activities
- 11) New CBCS syllabus has been introduced to the various classes



**Principal**

# HASANATH COLLEGE

## INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2015-16

### MINUTES OF MEETINGS

#### Meeting No. 2

**Date: 16-10-2015**

**Venue: IQAC Cell**

IQAC Coordinator, Dr. Rahamathulla Khan has welcomed and briefed the committee members about the agenda.

**The Agenda of the meeting was discussed as under:**

**1) Result Analysis of Even semester:**

Decided to analyse the result of even semester class wise and individual subject wise and to take appropriate action

**2) Orient the staff about prevention of sexual harassment policy of the institution:**

- Principal has expressed the need for implementation of prevention of sexual harassment policy in the institution and orientation to be made in this regard.

**3) Collecting feedback from students:**

Collection of feedback was initiated from students by the IQAC

**4) Nomination of Mentors:**

-It was decided to nominate Mentors for each class in the meeting

**5) Conducting of Parent Teachers Meeting:**

-Decided to organize parent teacher meeting to get suggestions for improvement

**6) Review the stationery for conduct of Examination:**

-Office Superintendent has been directed to know the availability of stationery for conduct of internal as well as external examination.

## 7) Submission of AQAR for academic year 2014-15:

- The IQAC has decided to prepare the AQAR for 2014-15 and submit to NAAC

## 8) Review of:

- Completion of Syllabus
- Conducting students internal assessment test
- Attendance Shortage
- Various Committee Activities

-Decided to review of syllabus reveals timely completion of portions;

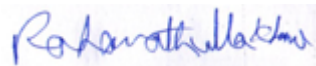
-Conducting internal exams in the concerned subjects;

-To prepare the list of students having attendance shortage below 75%;

-To gear up activities of various committees for ensuing LIC Inspection

## 9. Any other subject

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



**Coordinator**  
**Dr. Rahamathulla Khan**



**Chairperson**  
**Dr. Alla Bakash, Principal**

## Outcome

- 1) Result analysis done and brought to notice of concerned lecturers about their performance
- 2) Sexual Harassment Prevention Cell was established
- 3) Students' Feedback analyzed
- 4) Mentors were nominated
- 5) Good response received from parents in PTM
- 6) Required stationery has been arranged

- 7) IQAC collected inputs for submission of AQAR
- 8) Syllabus was completed as per the calendar of events of university
- 9) Student seminars, internal assessment test were conducted
- 10) Prepared list of students having attendance shortage
- 11) Various committees have completed their activities

A handwritten signature in blue ink, appearing to read 'S. Prabakar', with a horizontal line underneath.

**Principal**

# HASANATH COLLEGE

## INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2015-16

### MINUTES OF MEETINGS

#### Meeting No. 3

**Date: 11-02-2016**

**Venue: IQAC Cell**

IQAC Coordinator, Dr. Rahamathulla Khan has welcomed and briefed the committee members about the agenda.

**The Agenda of the meeting was discussed as under:**

**1) Review of working of Odd semester:**

-The Principal instructed all the faculty to complete portions as per Lesson Plan

**2) Review of Result of Odd semester:**

-Decided to analyse the result subject wise, individual and department wise

**3) Decide about environmental friendly measures for disposal of waste**

- Principal raised the issue about disposal of waste generated in the campus. It was decided that to consult BBMP authority to help in this regard.

**4) English Diagnostic Test:**

-The members have expressed the need to have some remedial coaching for the students who lack English communication skills

**5) To discuss Counseling Cell facility at the college**

- Decided to inform students about availability of counselling facility for the students at the college related to students' personal and academic issues.

**6) Framing of time table**

-It has been decided in meeting to prepare time table in consultation with all HODs

## 7) University LIC Visit preparations

-Staff were asked to keep ready with the documents required as per LIC Team

## 8) Conducting remedial classes for Weak Students

-Decided to conduct Remedial Classes for academically weaker students

## 9) Conduct of NSS Special Camp

-It was decided to organize NSS special camp in outskirts of Hennur Village, Bangalore

## 10) Organizing of Seminars by the IQAC:

-A Seminar on by Commerce Dept. on “**Impact of ICT on Commerce & Economy**”

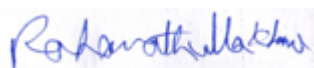
-A Seminar on by Management Dept. on “**Changing HR Paradigms in the present scenario**”

-A seminar has been organized by Language departments on “**Possibilities and Prospects of Languages in the Changing Dimensions**”

-IQAC Members have decided to organize Seminars on current issues in the month of March 2016 by inviting experts as resource persons on the theme of the seminars.

## 11) Any other subject

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



**Coordinator**  
**Dr. Rahamathulla Khan**



**Chairperson**  
**Dr. Alla Bakash, Principal**

1) Syllabus was completed and internal marks were assigned based on the assignments and internal tests.

2) Results of subject wise is maintained by HODs

3) Measures implemented for disposal of waste in association with BBMP

4) English Dept has conducted diagnostic test

5) Teachers provided counselling on personal matters and academic matters for students



- 6) Time table for even semester prepared
- 7) LIC team visited college and accorded renewal of affiliation
- 8) Remedial classes were conducted for weak students
- 9) Activities related to NSS unit have been completed and NSS Special camp organized in the outskirts of Bangalore (Hennur Village)
- 10) Three seminars have been organized under auspices of IQAC



**Principal**

# HASANATH COLLEGE

## INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2015-16

### MINUTES OF MEETINGS

#### Meeting No. 4

**Date: 7-4-2016**

**Venue: IQAC Cell**

IQAC Coordinator, Dr. Rahamathulla Khan has welcomed and briefed the committee members about the agenda.

**The Agenda of the meeting was discussed as under:**

**1) Organizing of Annual Day/Graduation:**

-It was decided to conduct of Annual Day/ Graduation Day in the third week of April 2016

**2) To discuss alumni engagement in the college:**

-Decided to seek alumni participation in the college through donations directly to the college, scholarships to students for students participating in competitions.

**3) Conducting of Internal tests:**

-Examination Committee has decided to conduct internal tests for award of internal marks

**4) Review of even semester working:**

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

**5) Best Outgoing students award:**

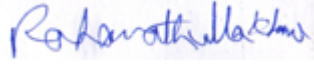
- Selection committee has been nominated to identify best outgoing students for the year 2016-17

**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.



**Coordinator**  
**Dr. Rahamathulla Khan**



**Chairperson**  
**Dr. Alla Bakash, Principal**

**Outcome**

- 1) College management provided help and sponsorship to conduct Annual Day and prizes distribution was done
- 2) Alumni meeting was held to discuss on sponsorship
- 3) Syllabus completed and internal marks were allotted
- 4) IQAC thanked all the staff for smooth completion of academic activities
- 5) Best outgoing students were nominated and felicitated
- 6) Bangalore university examinations May/June 2016 have completed successfully



**Principal**

# **Minutes of Meetings and Action Taken Report 2016-17**

## **HASANATH COLLEGE**

### **INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2016-17**

#### **MINUTES OF MEETINGS**

##### **Meeting No. 1**

**Date: 4-8-2016**

**Venue: IQAC Cell**

IQAC Coordinator, Dr. Rahamathulla Khan 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 2016-17**

It has been resolved to constitute the following IQAC members for the year 2016-17:

Dr. Alla Bakash, Principal is the **Chairperson** and Dr. Rahamathulla Khan, as **Coordinator**

#### **Teacher Members:**

- Dr Md Shamshuddin
- Mrs Madhuri Reddy
- Mr Syed Muen
- Mr Fuzail Ahmed
- Ms. Asmath Sara
- Ms. Khareemunnisa
- Mrs. Umme Salma
- Mrs. Amruthamma

#### **Students Representatives**

- Ms, Afra Sait, 3<sup>rd</sup> BCOM
- Mr Abdul Khayyum, 3<sup>rd</sup> BBA

**External Members:**

- Mr Murali Mune Gowda

**Management Members:**

- Mr Sulaiman Rabbi
- Mr Aziz Qader

**2) Formation of Admission Committee:**

-It was decided to start admission process through admission committee and to follow the same fee structure of the last year.

**3) Introduction of newly appointed teaching staff:**

Principal has introduced the newly recruited teaching staff to the members

**4) Discussion of Academic Calendar:**

It was resolved to prepare the Academic Calendar 2016-17 and to upload it on the website

**5) Orientation programme for freshers:**

Decided to conduct orientation programme for freshers

**6) Organizing Bridge course:**

It was decided to take introductory classes to bridge the gap

**7) Nominating Mentors:**

It was resolved to allot mentor to each class. Role of Mentor – mentee system for Redressal of student grievances was discussed.

**8) Discuss on the new syllabus introduced by the University:**

Decided to follow new syllabus introduced by the University and faculty to attend workshops on new subjects

**9) Any other subject:**

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



**Coordinator**  
**Dr. Rahamathulla Khan**



**Chairperson**  
**Dr. Alla Bakash, Principal**

### **Outcome**

1. The IQAC for the year 2016-17 has constituted, and regular meetings have completed
2. Admission committee was formed
3. Orientation to new lecturers on vision and mission was imparted
4. Calendar of events prepared
5. Orientation programme conducted to know new regulations of university
6. Students benefitted from bridge course
7. Mentors for each classes nominated along with class representatives
8. Teaching staff have been deputed to undergo workshop on new introduced subjects



**Principal**

# HASANATH COLLEGE

## INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2016-17

### MINUTES OF MEETINGS

#### Meeting No. 2

**Date: 6-10-2016**

**Venue: IQAC Cell**

IQAC Coordinator, Dr. Rahamathulla Khan has welcomed and briefed the committee members about the agenda.

**The Agenda of the meeting was discussed as under:**

**1) Completion of syllabus:**

Staff were asked to complete the syllabus on time

**2) Result Analysis of Even semester:**

-Decided to analyse the result of even semester class wise and individual subject wise

**3) Collecting feedback from students:**

Collection of feedback was initiated from students by the IQAC

**4) Preparation of AQAR of 2015-16**

IQAC decided to prepare AQAR of 2015-16 to submit to NAAC

**5) Conducting of Parent Teachers Meeting of Odd semester:**

Decided to organize parent teacher meeting to get suggestions for improvement

**6) 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

### 9. Any other subject

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



**Coordinator**  
**Dr. Rahamathulla Khan**



**Chairperson**  
**Dr. Alla Bakash, Principal**

### 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 analyzed
- 4) Prepared as per guidelines of NAAC
- 5) Parent Teacher Meeting organized and suggestions collected
- 6) Syllabus was completed as per the calendar of events of university
- 7) Student seminars, internal assessment test were conducted
- 8) Prepared list of students having attendance shortage
- 9) Various committees have completed their activities



**Principal**



# HASANATH COLLEGE

## INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2016-17

### MINUTES OF MEETINGS

#### Meeting No. 3

**Date: 9-2-2017**

**Venue: IQAC Cell**

IQAC Coordinator, Dr. Rahamathulla Khan has welcomed and briefed the committee members about the agenda.

**The Agenda of the meeting was discussed as under:**

**1) Observations of Odd semester:**

-The Principal congratulated the successful completion of odd semester and instructed all the faculty to prepare Lesson Plan of even semester

**2) Review of Result of Odd semester:**

-Decided to analyse the result subject wise, individual and department wise

**3) Organising special lecturers:**

- Decided to invite eminent personalities to give special lecturers on new topics

**4) Feedback collection on teachers through feedback form:**

-Feedback form from final year degree students to be taken by the IQAC Members

**5) ICT Teaching:**

- Principal motivated the staff to use ICT

**6) Framing of time table:**

-Decided to prepare time table in consultation with all HODs

**7) University LIC Visit preparations:**

-Staff were asked to keep ready with the documents required as per LIC Team

### **8) Conducting cultural competitions to Students:**

-Cultural committee was asked to organize cultural events

### **9) Conduct of NSS Special Camp**

-It was decided to organize NSS special camp in addition to regular activities

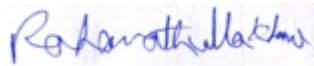
### **10) Organizing of Seminars by the IQAC:**

- a) Changing Paradigms of HRM
- b) Goods & Services Taxes in India-Challenges Ahead
- c) Dept. Of English workshop on peer pressure, self esteem, motivation etc.

-IQAC Members have decide to organize Seminars on two current issues and a workshop by English Department in the month of March 2017

### **11) Any other subject**

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



**Coordinator**  
**Dr. Rahamathulla Khan**



**Chairperson**  
**Dr. Alla Bakash, Principal**

### **Outcome**

- 1) Syllabus was completed and internal marks awarded
- 2) Results of subject wise is maintained by HODs
- 3) Teachers and students benefitted out of special lecturers
- 4) Feedback collected and their opinions were analyzed
- 5) Teachers adopted ICT in classrooms
- 6) Time table prepared to suit all dept requirements
- 7) LIC team visited college and accorded renewal of affiliation

8) Cultural activities were conducted

9) Activities related to NSS unit have been completed and NSS Special camp organized in the outskirts of Bangalore

10) Two seminars and a workshop have been organized under auspices of IQAC

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**Principal**

# HASANATH COLLEGE

## INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2016-17

### MINUTES OF MEETINGS

#### Meeting No. 4

**Date: 6-4-2017**

**Venue: IQAC Cell**

IQAC Coordinator, Dr. Rahamathulla Khan has welcomed and briefed the committee members about the agenda.

**The Agenda of the meeting was discussed as under:**

**1) Special meeting on advertising about college for more admissions:**

-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

**3. To discuss plan of action for the year 2017-18:**

-Decided to seek 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 2016-17

**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



**Coordinator**  
**Dr. Rahamathulla Khan**



**Chairperson**  
**Dr. Alla Bakash, Principal**

### **Outcome**

- 1) 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 was held to discuss on donations and scholarships
- 4) Syllabus completed and internal marks were allotted
- 5) Best outgoing students were nominated and felicitated
- 6) Bangalore university examinations May/June 2017 have completed successfully



**Principal**

# Minutes of Meetings and Action Taken Report 2016-17

## HASANATH COLLEGE

### INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2016-17

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**3) Introduction of newly appointed teaching staff:**

Principal has introduced the newly recruited teaching staff to the members

**4) Discussion of Academic Calendar:**

It was resolved to prepare the Academic Calendar 2016-17 and to upload it on the website

**5) Orientation programme for freshers:**

Decided to conduct orientation programme for freshers

**6) Organizing Bridge course:**

It was decided to take introductory classes to bridge the gap

**7) Nominating Mentors:**

It was resolved to allot mentor to each class. Role of Mentor – mentee system for Redressal of student grievances was discussed.

**8) Discuss on the new syllabus introduced by the University:**

Decided to follow new syllabus introduced by the University and faculty to attend workshops on new subjects

**9) Any other subject:**

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**Coordinator**  
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### **Outcome**

1. The IQAC for the year 2016-17 has constituted, and regular meetings have completed
2. Admission committee was formed
3. Orientation to new lecturers on vision and mission was imparted
4. Calendar of events prepared
5. Orientation programme conducted to know new regulations of university
6. Students benefitted from bridge course
7. Mentors for each classes nominated along with class representatives
8. Teaching staff have been deputed to undergo workshop on new introduced subjects



**Principal**



# HASANATH COLLEGE

## INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2016-17

### MINUTES OF MEETINGS

#### Meeting No. 2

**Date: 6-10-2016**

**Venue: IQAC Cell**

IQAC Coordinator, Dr. Rahamathulla Khan has welcomed and briefed the committee members about the agenda.

**The Agenda of the meeting was discussed as under:**

**1) Completion of syllabus:**

Staff were asked to complete the syllabus on time

**2) Result Analysis of Even semester:**

-Decided to analyse the result of even semester class wise and individual subject wise

**3) Collecting feedback from students:**

Collection of feedback was initiated from students by the IQAC

**4) Preparation of AQAR of 2015-16**

IQAC decided to prepare AQAR of 2015-16 to submit to NAAC

**5) Conducting of Parent Teachers Meeting of Odd semester:**

Decided to organize parent teacher meeting to get suggestions for improvement

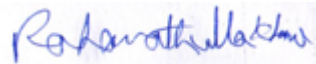
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### 9. Any other subject

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**Coordinator**  
**Dr. Rahamathulla Khan**



**Chairperson**  
**Dr. Alla Bakash, Principal**

### 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 analyzed
- 4) Prepared as per guidelines of NAAC
- 5) Parent Teacher Meeting organized and suggestions collected
- 6) Syllabus was completed as per the calendar of events of university
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**Principal**

# HASANATH COLLEGE

## INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2016-17

### MINUTES OF MEETINGS

#### Meeting No. 3

**Date: 9-2-2017**

**Venue: IQAC Cell**

IQAC Coordinator, Dr. Rahamathulla Khan has welcomed and briefed the committee members about the agenda.

**The Agenda of the meeting was discussed as under:**

**1) Observations of Odd semester:**

-The Principal congratulated the successful completion of odd semester and instructed all the faculty to prepare Lesson Plan of even semester

**2) Review of Result of Odd semester:**

-Decided to analyse the result subject wise, individual and department wise

**3) Organising special lecturers:**

- Decided to invite eminent personalities to give special lecturers on new topics

**4) Feedback collection on teachers through feedback form:**

-Feedback form from final year degree students to be taken by the IQAC Members

**5) ICT Teaching:**

- Principal motivated the staff to use ICT

**6) Framing of time table:**

-Decided to prepare time table in consultation with all HODs

**7) University LIC Visit preparations:**

-Staff were asked to keep ready with the documents required as per LIC Team

### **8) Conducting cultural competitions to Students:**

-Cultural committee was asked to organize cultural events

### **9) Conduct of NSS Special Camp**

-It was decided to organize NSS special camp in addition to regular activities

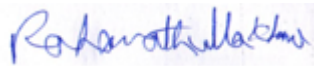
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### **11) Any other subject**

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**Coordinator**  
**Dr. Rahamathulla Khan**



**Chairperson**  
**Dr. Alla Bakash, Principal**

### **Outcome**

- 1) Syllabus was completed and internal marks awarded
- 2) Results of subject wise is maintained by HODs
- 3) Teachers and students benefitted out of special lecturers
- 4) Feedback collected and their opinions were analyzed
- 5) Teachers adopted ICT in classrooms
- 6) Time table prepared to suit all dept requirements
- 7) LIC team visited college and accorded renewal of affiliation

8) Cultural activities were conducted

9) Activities related to NSS unit have been completed and NSS Special camp organized in the outskirts of Bangalore

10) Two seminars and a workshop have been organized under auspices of IQAC

A handwritten signature in green ink, appearing to read 'C. Prabakar', with a horizontal line underneath.

**Principal**

# HASANATH COLLEGE

## INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2016-17

### MINUTES OF MEETINGS

#### Meeting No. 4

**Date: 6-4-2017**

**Venue: IQAC Cell**

IQAC Coordinator, Dr. Rahamathulla Khan has welcomed and briefed the committee members about the agenda.

**The Agenda of the meeting was discussed as under:**

**1) Special meeting on advertising about college for more admissions:**

-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

**3. To discuss plan of action for the year 2017-18:**

-Decided to seek 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 2016-17

**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



**Coordinator**  
**Dr. Rahamathulla Khan**



**Chairperson**  
**Dr. Alla Bakash, Principal**

### **Outcome**

- 1) 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 was held to discuss on donations and scholarships
- 4) Syllabus completed and internal marks were allotted
- 5) Best outgoing students were nominated and felicitated
- 6) Bangalore university examinations May/June 2017 have completed successfully



**Principal**

# **Minutes of Meetings and Action Taken Report 2017-18**

## **HASANATH COLLEGE**

### **INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2017-18**

#### **MINUTES OF MEETINGS**

##### **Meeting No. 1**

**Date: 10-8-2017**

**Venue: IQAC Cell**

IQAC Coordinator 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 2017-18**

It has been resolved to constitute the following IQAC members for the year 2017-18:

Dr. Alla Bakash, Principal is the **Chairperson and** Dr. Rahamathulla Khan, as **Coordinator**

#### **Teacher Members:**

- Dr Md Shamsuddin
- Mrs. Madhuri Reddy
- Mr. Syed Muen
- Mr. Fuzail Ahmed
- Ms. Asmath Sara
- Ms. Khareemunnisa
- Mrs. Umme Salma
- Mrs. Amruthamma

#### **Students Representatives**

- Mr. Md Azharuddin, 3<sup>rd</sup> BCOM
- Ms Tanveera Banu, 3<sup>rd</sup> BCOM



**External Members:**

- Mr Murali Mune Gowda

**Management Members:**

- Mr Sulaiman Rabbi
- Mr Aziz Qader

**2) To allocate responsibilities for the admission process**

- It was resolved to look after planning and conducting of the admission process under Admission Committee

**3) Installation of CCTV & Intercom facility in the college campus**

Decided to install CCTV and intercom facility in all important places of campus

**4) Preparation of Academic Calendar**

It was resolved to prepare the Academic Calendar 2016-17 and to upload it on the website

**5) Orientation programme for freshers**

Decided to conduct orientation programme for freshers

**6) Organizing Bridge course**

It was decided to take introductory classes to bridge the gap

**7) To explain the academic activities and future plan of action of the college**

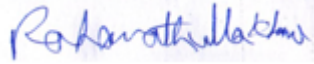
Principal has introduced the vision and mission of the institution as well as the strategic plan and the ultimate goal to the students.

**8) To overview the admission process**

The faculty-in-charge of admission and the head clerk explained the rules of admissions, classroom arrangements made for smooth conduct of admission process

**9) Any other subject:**

As no other business was to be transacted the meeting concluded with a vote of thanks



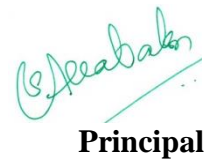
**Coordinator**  
**Dr. Rahamathulla Khan**



**Chairperson**  
**Dr. Alla Bakash, Principal**

**Outcome**

1. Admission committee was formed
2. CCTV installed in campus
3. Calendar of events prepared
4. Orientation programme conducted to know new regulations of university
5. Bridge Course organized for the benefit of new Students
6. Briefing of academic activities and future plan conducted
7. Procedure for new admission was explained to non teaching staff



# HASANATH COLLEGE

## INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2017-18

### MINUTES OF MEETINGS

#### Meeting No. 2

**Date: 12-10-2017**

**Venue: IQAC Cell**

IQAC Coordinator has welcomed and briefed the committee members about the agenda.

**The Agenda of the meeting was discussed as under:**

**1) Usage of ICT in class rooms**

It was decided in the IQAC to use more ICT in classrooms

**2) Completion of syllabus:**

Teachers have directed to complete the syllabus on time

**3) Result Analysis of Even semester**

-Decided to analyse the result of even semester class wise and individual subject wise

**4) Collecting feedback from students:**

IQAC has been assigned the task on collecting feedback from students for the academic improvement

**5) Preparation of AQAR of 2016-17:**

It was decided to prepare AQAR of 2016-17 to submit to NAAC

**6) Conducting of Parent Teachers Meeting of Odd semester:**

-Decided to organize parent teacher meeting to get suggestions for improvement

**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



**Coordinator**  
**Dr. Rahamathulla Khan**



**Chairperson**  
**Dr. Alla Bakash, Principal**

### **Outcome:**

- 1) ICT enabled classrooms are being used by the faculties
- 2) Syllabus completed on time as per university regulations
- 3) Result analysis was done and brought
- 4) Feedback collected and the has been analyzed
- 5) AQAR of 2016-17 prepared as per guidelines of NAAC
- 6) Parent Teacher Meeting organized and suggestions collected
- 7) Syllabus was completed as per the calendar of events of university
- 8) Student seminars, internal assessment test were conducted
- 9) Prepared list of students having attendance shortage
- 10) Various committees have completed their activities



**Principal**

# HASANATH COLLEGE

## INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2017-18

### MINUTES OF MEETINGS

#### Meeting No. 3

**Date: 16-2-2018**

**Venue: IQAC Cell**

IQAC Coordinator has welcomed and briefed the committee members about the agenda.

**The Agenda of the meeting was discussed as under:**

**1) To discuss planning of alumni meet to be held:**

It was resolved to arrange the alumni meet for the alumni who had done remarkable their achievement

**2) To discuss maintenance of college premises**

IQAC members reviewed the overall maintenance of the office premises and gave some guidelines for the additional safety.

**3) Review of Result of Odd semester**

-Decided to analyse the result subject wise, individual and department wise

**4) Upgradation of website:**

- Decided to upgrade the College website as per new requirements

**5) Feedback collection on teachers through feedback form:**

-Feedback form from final year degree students to be taken by the IQAC Members

**6) Framing of time table:**

-Decided to prepare time table in consultation with all HODs

**7) University LIC Visit preparations:**

-Staff were asked to keep ready with the documents required as per LIC Team

**8) Conducting Sports Week and Cultural week:**

- Decided to conduct Sports week and cultural week with their respective committees

**9) Conduct of NSS Special Camp:**

-It was decided to organize NSS special camp in addition to regular activities

**10) Organizing of Seminars by the IQAC:**

a) Impact of Digitalization and Demonetization on Indian Economy

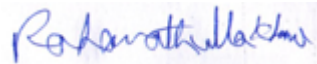
b) Entrepreneurship-Innovation in Indian Context

c) Dept. of English workshop on Communication Skills

-IQAC Members have decided to organize Seminars on current issues and a workshop in the month of March 2018

**11) Any other subject**

As no other business was to be transacted the meeting concluded with a vote of thanks



**Coordinator**  
**Dr. Rahamathulla Khan**



**Chairperson**  
**Dr. Alla Bakash, Principal**

**Outcome**

- 1) Alumni Meet organized
- 2) Additional safety measures have been implemented
- 3) Results of subject wise is maintained by HODs
- 4) Website up gradation initiated
- 5) Feedback collected and their opinions were analyzed

- 6) Time table prepared to suit all dept requirements
- 7) LIC team visited college and accorded renewal of affiliation
- 8) Sports week and Cultural week conducted
- 9) Activities related to NSS unit have been completed and NSS Special camp organized in the outskirts of Bangalore
- 10) Two seminars and a workshop have been organized under auspices of IQAC



**Principal**

# HASANATH COLLEGE

## INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2017-18

### MINUTES OF MEETINGS

#### Meeting No. 4

**Date: 12-4-2018**

**Venue: IQAC Cell**

IQAC Coordinator has welcomed and briefed the committee members about the agenda.

**The Agenda of the meeting was discussed as under:**

**1) Review of all Committee Reports:**

-It was decided in the meeting to review the progress made by college by reviewing reports of all Committees formed

**2) Seeking financial assistance from UGC for Infrastructure Development:**

The IQAC has requested to make necessary requisition to UGC authorities to get financial assistance for infrastructure development

**3) Organizing of Annual Day/ Graduation:**

-It was decided to conduct of Annual Day/ Graduation Day

**4) 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 2017-18

**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.



**Coordinator**  
**Dr. Rahamathulla Khan**



**Chairperson**  
**Dr. Alla Bakash, Principal**

**Outcome**

- 1) All Committee reports were reviewed and analysed
- 2) Proposal for UGC financial assistance has been prepared
- 3) College management extended their support to conduct Annual Day and prizes distribution was done
- 4) Syllabus completed and internal marks were allotted
- 5) Best outgoing students were nominated and felicitated
- 6) Bangalore university examinations May/June 2018 have completed successfully



**Principal**

# Minutes of Meetings and Action Taken Report 2018-19

## HASANATH COLLEGE

### INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2018-19

#### MINUTES OF MEETINGS

##### Meeting No. 1

**Date: 09-8-2018**

**Venue: IQAC Cell**

The new 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. Constitution of the IQAC for the year 2018-19**

It has been resolved to constitute the following IQAC members for the year 2018-19:

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

#### **Teacher Members:**

- Dr Md Shamshuddin
- Mrs. Madhuri Reddy
- Mr Syed Muen
- Mr. Fuzail Ahmed
- Ms. Nazila Tabassum
- Ms. Khareemunnisa
- Mrs. Tabassum
- Mrs. Amruthamma

#### **Students Representatives**

- Mr. Jarulla Zakwan, 3<sup>rd</sup> BCOM
- Ms Asfiya Ameena, 3<sup>rd</sup> BCOM

**External Members:**

- Mr Murali Mune Gowda

**Management Members:**

- Mr Sulaiman Rabbi
- Mr Aziz Qader

**2. Preparation of Academic Calendar:**

It was resolved to prepare the Academic Calendar 2018-19 and to upload it on the website

**3. Conducting Orientation programme for first years:**

Decided to conduct orientation programme for freshers

**4. Organizing Bridge course:**

It was decided to take introductory classes to bridge the gap

**5. NAAC related activities:**

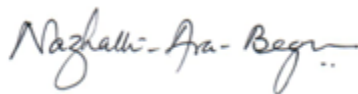
Principal briefly informed the faculty about the institution's need for NAAC-3<sup>rd</sup> cycle assessment is due from December 2019

**6. Formation of Admission Committee and fixation admission fee:**

Decided to form an Admission Committee for smooth conduct of admission work

**7. Any other subject:**

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



**Coordinator**  
**Dr Prof. Nazhath Ara Begum**



**Chairperson**  
**Dr. Alla Bakash, Principal**

## **Outcome**

1. The IQAC for the year 2018-19 has constituted, and regular meetings have completed
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. NAAC Core-Committee formed for institutional assessment
6. Admission committee has completed to process of admission



**Principal**

# HASANATH COLLEGE

## INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2018-19

### MINUTES OF MEETINGS

#### Meeting No. 2

**Date: 25-10-2018**

**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) To discuss NAAC orientation:**

Principal directed NAAC core committee for nomination conveners to prepare inputs for 7 different criterions set by NAAC for accreditation

**2) To review parents' feedback on admission process & curriculum:**

It was resolved to take feedback of students for the academic year 2018-19 during parent teachers meeting

**3) Completion of syllabus:**

Teachers have directed to complete the syllabus on time

**4) Result Analysis of Even semester:**

-Decided to analyse the result of even semester class wise and individual subject wise

**5) Collecting feedback from students:**

-IQAC has been assigned the task on collecting feedback from students for the academic improvement

**6) Preparation of AQAR of 2017-18:**

It was decided to prepare AQAR of 2017-18 to submit to NAAC

**7)Formation Various Committees for assisting NAAC core-committee:**

-Various academic committees have formed to assist NAAC core team

**8) Review of :**

**-Completion of Syllabus**

**-Conducting students internal assessment test**

**-Attendance Shortage of students**

-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%

**9. Any other subject**

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

*Nazhath Ara Begum*

*Dr. Alla Bakash*  
Principal  
Hasanath College  
Hennur, Bengaluru - 43

**Coordinator**

**Prof. Nazhath Ara Begum**

**Outcome:**

**Chairperson**

**Dr. Alla Bakash, Principal**

1. Criterion wise inputs were collected
2. The analysis of parents' feedback on admission process and curriculum was collected
3. Syllabus completed on time as per university regulations
4. Result analysis was done and brought
5. Feedback collected and the has been analyzed
6. AQAR of 2017-18 prepared and submitted online as per guidelines of NAAC
7. Various committees have completed their activities
8. Syllabus was completed as per the calendar of events of university
9. Student seminars, internal assessment test were conducted
10. Prepared list of students having attendance shortage

*Dr. Alla Bakash*

**Principal**

# HASANATH COLLEGE

## INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2018-19

### MINUTES OF MEETINGS

#### Meeting No. 3

**Date: 07-02-2019**

**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. To discuss the measures to be taken for submission of SSR before due date:**

Principal informed the members about submission of IIQA to NAAC and submission of SSR within 45 days of approval of IIQA. Accordingly, it was resolved to give priority to completion of SSR before the deadline

**2) To consider the proposal for conduct of state level Seminar on IPR:**

It was resolved to conduct state level Seminar on '**Emerging issues and challenges in Intellectual Property Rights in Indian Context**' in the month of October, 2019 and the responsibility was given to IQAC.

**3) Review of Result of Odd semester:**

-Decided to analyse the result subject wise, individual and department wise

**4) Upgradation of website in Kannada Version:**

- Decided to upgrade the College website in both English and Kannada version

**5) Framing of time table:**

-Decided to prepare time table in consultation with all HODs

**7) University LIC Visit preparations:**

-Staff were asked to keep ready with the documents required as per LIC Team

**8) Conducting Cultural week:**

Decide to conduct cultural week under the auspices of Cultural committee

**9) Conduct of NSS Special Camp:**

-It was decided to organize NSS special camp in addition to regular activities

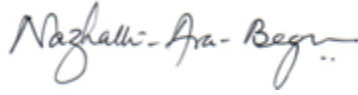
**10) Organizing of Seminars by the IQAC:**

**Organizing a four day FDP/ Workshop in association with Hasanath College for Women on 'Academic Leadership'**

-IQAC Members have decide to organize one FDP/ workshop in the month of March 2019

**11) Any other subject**

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



**Coordinator**  
**Prof. Nazhath Ara Begum**



**Chairperson**  
**Dr. Alla Bakash, Principal**

**Outcome**

1. The process of IIQA and SSR work has been commenced for 3<sup>rd</sup> cycle accreditation
2. State level Seminar on **Emerging issues and challenges in Intellectual Property Rights in Indian Context** was organized in February 2019
3. Results of subject wise is maintained by HODs
4. Website up graded in both English and Kannada Languages
5. Time table prepared to suit all dept requirements
6. LIC team visited college and accorded renewal of affiliation
7. Cultural week conducted
8. NSS special camp delayed due to non release of funds by BNU
9. FDP on Academic Leadership was organized 14/03/2019 17/03/2019 under auspices of IQAC



**Principal**



# HASANATH COLLEGE

## INTERNAL QUALITY ASSUARANCE CELL (IQAC) MINUTES OF MEETINGS AND ACTION TAKEN REPORT ACADEMIC YEAR 2018-19

### MINUTES OF MEETINGS

#### Meeting No. 4

**Date: 05-04-2019**

**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) To inform about progress of College in NAAC Accreditation:**

- The Principal has informed the members about the process of SSR preparation and the intention to submit IIQA by end of December was intimated

**2) To discuss support services and latest software to be introduced in the library:**

-Librarian has put forth the proposal of introducing certain basic facilities and installation of latest soft ware in the college library

**3) Organizing of Annual Day/Graduation:**

-It was decided to conduct of Annual Day/ Graduation Day

**4) 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 2018-19

**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.

*Nazhath Ara Begum*

*Dr. Alla Bakash*  
Principal  
Hasanath College  
Hennur, Bengaluru - 43

**Coordinator**  
**Prof. Nazhath Ara Begum**

**Chairperson**  
**Dr. Alla Bakash, Principal**

**Outcome**

- 1) NAAC Core team Committee has updated the progress of SSR preparation
- 2) Proposal for installation of latest soft ware has been forwarded to management for approval
- 3) College management extended their support to conduct Annual Day and prizes distribution was done
- 4) Syllabus completed and internal marks were allotted
- 5) Best outgoing students were nominated and felicitated
- 6) Bangalore university/BNU examinations May/June 2019 have completed successfully

*Dr. Alla Bakash*

**Principal**