



Al-Badar Educational & Charitable Trust's
AL-BADAR RURAL DENTAL COLLEGE & HOSPITAL, KALABURAGI

Affiliated to Rajiv Gandhi University of Health Sciences Bangalore &
Recognized by Dental Council of India (New Delhi)

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING – 1

Date:- 02.06.2016

Time : 2.00pm

Venue: IQAC Office

Dr. Heena Zainab, IQAC Co-ordinator welcomed the Chairman Dr. Girish Katti and Members of the Internal Quality Assurance Cell (IQAC). Dr. Girish Katti, Principal, appreciated the members for their efforts towards institutional quality improvement. Next, IQAC Co-ordinator Dr. Heena Zainab took agendas for discussion and following decisions were made.

Agenda and Resolutions

1. **Establishing of IQAC as per NAAC guidelines**
Resolution: As per the guidelines issued by NAAC it was decided to constitute the IQAC by adding representatives of various stakeholders.
2. **Preparation of Calendar of events for the Academic Year 2016-17**
Resolution: By taking the inputs from various departments, cells and committees it was decided to prepare the calendar of events for the Academic Year 2016-17.
3. **Curriculum reforms**
Resolution: It was decided to implement the curriculum as per DCI regulations and RGUHS norms.
4. **Organizing workshop on “Effective documentation for NAAC” .**
Resolution: It was decided to organize the workshop on “Effective documentation for NAAC”.
5. **Starting of Value Added, Add on and Training Programs**
Resolution: It was decided to start the value added, add on and training programs by constituting the Institutional BOS with involvement of external experts.
6. **Organizing a lecture on “Employability skills development” and “ Soft skill & Personality development” by an external speaker.**
Resolution: It was decided to organize a lecture on “Employability skills development” and “Soft skill & Personality development” by Mr. Zameer Ahmed for faculty and students.
7. **Organizing Orientation and Anti-ragging workshop.**
Resolution: It was decided to conduct a workshop on Orientation and Antiragging for freshers and seniors.
8. **Celebrating international and national days**
Resolution: It was decided to commemorate the celebration of international and national days.
9. **Lectures on developing institutional LMS**
Resolution: It was decided to conduct lecture for the same by an external speaker.



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Members present:

Sl. No	Name of the staff	Designation	Signature
1	Dr. Girish Katti	Chairman	
2	Dr. Heena Zainab	Coordinator	
3	Dr. M A Mujeeb – Management Representative	Member	
4	Dr. Syeda Arshiya Ara	Member	
5	Dr. Syed Zakaullah	Member	
6	Dr. Aaisha Siddiqua	Member	
7	Dr. Ghousia Fatima	Member	
8	Dr. Pavan Kamlapurkar	Member	
9	Dr. Syed Sanaullah – Educationist	Member	
10	Mr. M A Najeeb – Managing Partner, MAM Agro Foods	Industrialist	
11	Mr. Jagannath Maski – Librarian	Member	
12	Mr. Abdul Mannan Office Superintendent	Member	
13	Dr. Mohammed Viqar Ahmed - Alumni	Member	
14	Dr. Ameena Sultana - Student	Member	
15	Mr. Manzoor Ahmed Parent Representative	Member	

The meeting was concluded by IQAC coordinator thanking all the members for their active participation and contribution.

IQAC CHAIRMAN



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING -2

Date:- 04.10.2016

Time : 2.00pm

Venue: IQAC Office

Meeting started with welcome address by Dr. Heena Zainab, IQAC Co-ordinator. Chair person of IQAC Dr. Girish Katti, Principal, motivated the members for efficient implementation of NAAC guidelines for quality sustenance and enhancement for institutional improvement. The Following agendas were discussed and appropriate decisions were made:

Agenda and Decisions

1. Reading of the Minutes of 1st IQAC meeting
Resolution: The minutes were presented and approved by all the members.
2. Appointment of Criteria-wise conveners
Resolution: It was decided to appoint the criteria wise conveners for working towards the implementation of NAAC policies.
3. Appraise the members on the outcome of academic excellence
Resolution: The faculty was appraised for achieving outstanding results in University examination.
4. Review of postgraduate work progress
Resolution: It was decided to review the postgraduate work progress with the head of concerned department.
5. Organizing lectures on "Capability enhancement lectures" by an external speaker.
Resolution: It was decided to organize a lecture on Human value development, Language and communication skills and Analytical skill development by Mr. Zameer Ahmed for faculty and students.
6. Organizing sports and cultural week.
Resolution: It was decided to conduct sports and cultural events.
7. To conduct ethical committee meet
Resolution: It was decided to conduct ethical committee meeting for postgraduate students with synopsis presentation.
8. Evaluation of examination reforms.
Resolution: It was decided to evaluate the examination reforms for the upcoming UG and PG university examinations.



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Members present:

Sl. No	Name of the staff	Designation	Signature
1	Dr. Girish Katti	Chairman	
2	Dr. Heena Zainab	Coordinator	
3	Dr. M A Mujeeb – Management Representative	Member	
4	Dr. Syeda Arshiya Ara	Member	
5	Dr. Syed Zakaullah	Member	
6	Dr. Aaisha Siddiqua	Member	
7	Dr. Ghousia Fatima	Member	
8	Dr. Pavan Kamapurkar	Member	
9	Dr. Syed Sanaullah – Educationist	Member	
10	Mr. M A Najeeb – Managing Partner, MAM Agro Foods	Industrialist	
11	Mr. Jagannath Maski – Librarian	Member	
12	Mr. Abdul Mannan Office Superintendent	Member	
13	Dr. Mohammed Viqar Ahmed - Alumni	Member	
14	Dr. Ameena Sultana - Student	Member	
15	Mr. Manzoor Ahmed Parent Representative	Member	

The meeting was concluded by IQAC coordinator thanking all the members for their active participation and contribution.

IQAC CHAIRMAN

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING – 3

Date:- 03/01/2017

Time : 11:30AM

Venue: IQAC Office

Meeting started with welcome address by Dr. Heena Zainab IQAC Co-ordinator. Chair person of IQAC Dr. Girish Katti, Principal, appreciated the efforts inculcated in implementing the NAAC work. Further, the Following agendas were discussed and appropriate decisions were made.

Agenda and Decisions

1. Reading of the Minutes of previous meeting
Resolution: The minutes of the previous meeting was presented and approved by all the members.
2. Organizing a program on Effective communication for workplace for technicians.
Resolution: It was decided to organize a workshop on Effective communication for workplace for technicians.
3. Lectures on developing institutional LMS
Resolution: It was decided to conduct lecture for the same by an external speaker.
4. Review of anti ragging committee proceedings
Resolution: Sensitization programs were organized for freshers and senior students.

Members present:

Sl. No	Name of the staff	Designation	Signature
1	Dr. Girish Katti	Chairman	
2	Dr. Heena Zainab	Coordinator	
3	Dr. M A Mujeeb – Management Representative	Member	
4	Dr. Syeda Arshiya Ara	Member	
5	Dr. Syed Zakaullah	Member	
6	Dr. Aaisha Siddiqua	Member	
7	Dr. Ghousia Fatima	Member	
8	Dr. Pavan Kamlapurkar	Member	
9	Dr. Syed Sanaullah – Educationist	Member	



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10	Mr. M A Najeeb – Managing Partner, MAM Agro Foods	Industrialist	
11	Mr. Jagannath Maski – Librarian	Member	
12	Mr. Abdul Mannan Office Superintendent	Member	
13	Dr. Mohammed Viqar Ahmed - Alumni	Member	
14	Dr. Ameena Sultana - Student	Member	
15	Mr. Manzoor Ahmed Parent Representative	Member	

The meeting was concluded by IQAC coordinator thanking all the members for their active participation and contribution.

IQAC CHAIRMAN



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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING – 4

Date:- 04/04/2017

Time : 11:30AM

Venue: IQAC Office

Meeting started with welcome address by Dr. Heena Zainab IQAC Co-ordinator. Chairman of IQAC Dr. Girish Katti, Principal, appreciated the members for their efforts towards quality initiatives taken during the academic year, next the following agendas were discussed and appropriate decisions were made.

Agenda and Decisions

1. Reading of the Previous Meeting Minutes
Resolution: The minutes of the previous meeting were read and approved.
2. Review of undergraduate performance.
Resolution: It was decided to review the undergraduate performance with the head of concerned department.
3. Review of postgraduate work progress
Resolution: It was decided to review the postgraduate work progress with the head of concerned department.
4. Benefits of ICT infrastructure in classrooms.
Resolution: It was decided to enhance the teaching process with ICT tools.
5. Submission of attendance and internal assessment record
Resolution: It was informed to all the departments to submit the attendance and internal assessment record.
6. Evaluation of examination reforms.
Resolution: It was decided to evaluate the examination reforms for the upcoming UG and PG university examinations.

Members present:

Sl. No	Name of the staff	Designation	Signature
1	Dr. Girish Katti	Chairman	
2	Dr. Heena Zainab	Coordinator	
3	Dr. M A Mujeeb – Management Representative	Member	
4	Dr. Syeda Arshiya Ara	Member	
5	Dr. Syed Zakaullah	Member	
6	Dr. Aaisha Siddiqua	Member	



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7	Dr. Ghousia Fatima	Member	
8	Dr. Pavan Kamlapurkar	Member	
9	Dr. Syed Sanaullah – Educationist	Member	
10	Mr. M A Najeeb – Managing Partner, MAM Agro Foods	Industrialist	
11	Mr. Jagannath Maski – Librarian	Member	
12	Mr. Abdul Mannan Office Superintendent	Member	
13	Dr. Mohammed Viqar Ahmed - Alumni	Member	
14	Dr. Aameena Sultana - Student	Member	
15	Mr. Manzoor Ahmed Parent Representative	Member	

The meeting was concluded by IQAC coordinator thanking all the members for their active participation and contribution.

IQAC CHAIRMAN



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

1st IQAC Meeting :01/06/2017

Time : 2:00PM

Venue: IQAC Office

Dr. Heena Zainab, IQAC Co-ordinator welcomed the Chairman Dr. Girish Katti and Members of the Internal Quality Assurance Cell (IQAC). Dr. Girish Katti, Principal, encouraged the faculty members for academic strengthening. The following agendas were discussed and decisions were made.

Agenda and Resolutions

1. Reading of the Minutes of previous meeting
Resolution: The minutes were presented and approved by all the members.
2. Reframing of IQAC members.
Resolution: It was decided to reframe the committee members.
3. Preparation of Calendar of events for the Academic Year 2017-18
Resolution: By taking the inputs from various departments, cells and committees, it was decided to prepare the calendar of events for the Academic Year 2017-18.
4. Curriculum reforms
Resolution: It was decided to implement the curriculum as per DCI regulations and RGUHS norms.
5. Conducting of Value Added, Add on and Training Programs
Resolution: It was decided to conduct the value added, add on and training programs by constituting the Institutional BOS with involvement of external experts.
6. Organizing a lecture on "Compatibility enhancement" by an external speaker.
Resolution: It was decided to organize lectures on "Employability skills development" and "Personality development" by Mr. Zameer Ahmed for faculty and students.
7. Organizing Orientation and Anti-ragging workshop.
Resolution: It was decided to conduct a workshop on Orientation and Antiragging for freshers and seniors.
8. Celebrating international and national days
Resolution: It was decided to commemorate the celebration of international and national days.
9. Lectures on developing institutional LMS
Resolution: It was decided to conduct lecture for the same by an external speaker.



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Members present:

Sl. No	Name of the staff	Designation	Signature
1	Dr. Girish Katti	Chairman	
2	Dr. Heena Zainab	Coordinator	
3	Dr. M A Mujeeb – Management Representative	Member	
4	Dr. Syeda Arshiya Ara	Member	
5	Dr. Syed Zakaullah	Member	
6	Dr. Aaisha Siddiqua	Member	
7	Dr. Ghousia Fatima	Member	
8	Dr. Sharanbasappa Nargral	Member	
9	Dr. Syed Sanaullah - Educationist	Member	
10	Mr. M A Najeeb – Managing Partner, MAM Agro Foods	Industrialist	
11	Mr. Jagannath Maski – Librarian	Member	
12	Mr. Abdul Mannan Office Superintendent	Member	
13	Dr. Vijay G- Alumni	Member	
14	Dr. Shaimaa - Student	Member	
15	Mr. Fayazuddin Soharwardi Parent Representative	Member	

The meeting was concluded by IQAC coordinator thanking all the members for their active participation and contribution.

IQAC CHAIRMAN



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

2nd IQAC Meeting :04/10/2017

Time : 2:00PM

Venue: IQAC Office

Meeting started with welcome address by Dr. Heena Zainab, IQAC Co-ordinator. Chairman of IQAC Dr. Girish Katti, Principal, motivated the members for efficient implementation of NAAC guidelines for quality sustenance and enhancement for institutional improvement. The following agendas were discussed and appropriate decisions were made:

Agenda and Decisions

1. Reading of the minutes of previous meeting
Resolution: The minutes were presented and approved by all the members.
2. Appraise the members on the outcome of academic excellence
Resolution: The faculty was appraised for achieving outstanding results in University examination.
3. Review of undergraduate performance.
Resolution: It was decided to review the undergraduate performance with the head of concerned department.
4. Review of postgraduate work progress
Resolution: It was decided to review the postgraduate work progress with the head of concerned department.
5. Organizing an Awareness program on new methodology on NAAC".
Resolution: It was decided to organize the workshop on "Awareness program on new methodology on NAAC".
6. Organizing a lecture on "Capability enhancement" by an external speaker.
Resolution: It was decided to organize lectures on Human values development, Language and communication skills and Analytical skill development by Mr. Zameer Ahmed for faculty and students.
7. Organizing sports and cultural week.
Resolution: It was decided to conduct sports and cultural events.
8. To conduct ethical committee meet
Resolution: It was decided to conduct ethical committee meeting for postgraduate students with synopsis presentation.
9. Evaluation of examination reforms.
Resolution: It was decided to evaluate the examination reforms for the upcoming university examinations.



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Members present:

Sl. No	Name of the staff	Designation	Signature
1	Dr. Girish Katti	Chairman	
2	Dr. Heena Zainab	Coordinator	
3	Dr. M A Mujeeb - Management Representative	Member	
4	Dr. Syeda Arshiya Ara	Member	
5	Dr. Syed Zakaullah	Member	
6	Dr. Aaisha Siddiqua	Member	
7	Dr. Ghousia Fatima	Member	
8	Dr. Sharanbasappa Nargral	Member	
9	Dr. Syed Sanaullah - Educationist	Member	
10	Mr. M A Najeeb - Managing Partner, MAM Agro Foods	Industrialist	
11	Mr. Jagannath Maski - Librarian	Member	
12	Mr. Abdul Mannan Office Superintendent	Member	
13	Dr. Vijay G- Alumni	Member	
14	Dr. Shaimaa - Student	Member	
15	Mr. Fayazuddin Soharwardi Parent Representative	Member	

The meeting was concluded by IQAC coordinator thanking all the members for their active participation and contribution.

IQAC CHAIRMAN



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MINUTES OF THE MEETING

3rd IQAC Meeting :03/01/2018

Time : 11:30PM

Venue: IQAC Office

Meeting started with welcome address by Dr. Heena Zainab IQAC Co-ordinator.
The Following agendas were discussed and appropriate decisions were made.

Agenda and Decisions

1. Reading of the Minutes of previous IQAC meeting
Resolution: The minutes of the previous meeting was presented and approved by all the members.
2. Organizing a program on Workplace ethics for technicians.
Resolution: It was decided to organize a workshop on workplace ethics for technicians.
3. Review of anti ragging committee proceedings
Resolution: Sensitization programs were organized for freshers and senior students.

Members present:

Sl. No	Name of the staff	Designation	Signature
1	Dr. Girish Katti	Chairman	
2	Dr. Heena Zainab	Coordinator	
3	Dr. M A Mujeeb – Management Representative	Member	
4	Dr. Syeda Arshiya Ara	Member	
5	Dr. Syed Zakaullah	Member	
6	Dr. Aaisha Siddiqua	Member	
7	Dr. Ghousia Fatima	Member	
8	Dr. Sharanbasappa Nargral	Member	
9	Dr. Syed Sanaullah - Educationist	Member	
10	Mr. M A Najeeb – Managing Partner, MAM Agro Foods	Industrialist	
11	Mr. Jagannath Maski – Librarian	Member	
12	Mr. Abdul Mannan Office Superintendent	Member	
13	Dr. Vijay G- Alumni	Member	
14	Dr. Shaimaa - Student	Member	
15	Mr. Fayazuddin Soharwardi Parent Representative	Member	

The meeting was concluded by IQAC coordinator thanking all the members for their active participation and contribution.

IQAC CHAIRMAN



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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

4th IQAC Meeting :04/04/2018

Time : 11:30PM

Venue: IQAC Office

Meeting started with welcome address by Dr. Heena Zainab IQAC Co-ordinator.
The following agendas were discussed and appropriate decisions were made.

Agenda and Decisions

1. Reading of the Previous Meeting Minutes
Resolution: The minutes of the previous meeting was read and approved.
2. Review of undergraduate performance.
Resolution: It was decided to review the undergraduate performance with the head of concerned departments.
3. Review of postgraduate work progress
Resolution: It was decided to review the postgraduate work progress with the head of concerned departments.
4. Submission of attendance and internal assessment record
Resolution: It was informed to all the departments to submit the attendance and internal assessment record.
5. Evaluation of examination reforms.
Resolution: It was decided to evaluate the examination reforms for the upcoming university examination.

Members present:

Sl. No	Name of the staff	Designation	Signature
1	Dr. Girish Katti	Chairman	
2	Dr. Heena Zainab	Coordinator	
3	Dr. M A Mujeeb – Management Representative	Member	
4	Dr. Syeda Arshiya Ara	Member	
5	Dr. Syed Zakaullah	Member	
6	Dr. Aaisha Siddiqua	Member	
7	Dr. Ghousia Fatima	Member	
8	Dr. Sharanbasappa Nagral	Member	

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9	Dr. Syed Sanaullah - Educationist	Member	
10	Mr. M A Najeeb – Managing Partner, MAM Agro Foods	Industrialist	
11	Mr. Jagannath Maski – Librarian	Member	
12	Mr. Abdul Mannan Office Superintendent	Member	
13	Dr. Vijay G- Alumni	Member	
14	Dr. Shaimaa - Student	Member	
15	Mr. Fayazuddin Soharwardi Parent Representative	Member	

The meeting was concluded by IQAC coordinator thanking all the members for their active participation and contribution.

IQAC CHAIRMAN



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

1st IQAC Meeting :01/06/2018

Time : 2:00PM Venue: IQAC Office

Dr. Heena Zainab, IQAC Co-ordinator welcomed the Chairman Dr. Girish Katti and Members of the Internal Quality Assurance Cell (IQAC). The following agendas were discussed.

Agenda and Resolutions

1. Reading of the Minutes of previous meeting.
Resolution: The minutes were presented and approved by all the members.
2. Reframing of IQAC members.
Resolution: It was decided to reframe the committee members.
3. Preparation of Calendar of events for the Academic Year 2018-19
Resolution: By taking the inputs from various departments, cells and committees, it was decided to prepare the calendar of events for the Academic Year 2018-19.
4. Curriculum reforms
Resolution: It was decided to implement the curriculum as per DCI regulations and RGUHS norms.
5. Organizing a program on Professional development programme.
Resolution: It was decided to organize a programme on innovative teaching methods in health sciences.
6. Conducting of Value Added, Add-on and Training Programs
Resolution: It was decided to conduct the value added, add on and training programs by constituting the Institutional BOS with involvement of external experts.
7. Organizing lectures on Capability enhancement by an external speaker.
Resolution: It was decided to organize a lecture on Human value development, Language and communication skills, Analytical skill development, Soft skills and Personality development and Interviewing skills by Mr. Zameer Ahmed for faculty and students.
8. Organizing Orientation and Anti-ragging workshop.
Resolution: It was decided to conduct a workshop on Orientation and Anti-ragging for freshers and seniors.
9. Celebrating international and national days
Resolution: It was decided to commemorate the celebration of international and national days.



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Members present:

Name of the staff	Designation	Signature
Dr. Girish Katti	Chairman	
Dr. Heena Zainab	Coordinator	
Dr. M A Mujeeb – Management Representative	Member	
Dr. Syeda Arshiya Ara	Member	
Dr. Syed Zakaullah	Member	
Dr. Aaisha Siddiqua	Member	
Dr. Ghousia Fatima	Member	
Dr. Arshad Hussain	Member	
Dr. Syed Sanaullah - Educationist	Member	
Mr. M A Najeeb – Managing Partner, MAM Agro Foods	Industrialist	
Mr. Jagannath Maski – Librarian	Member	
Mr. Abdul Mannan Office Superintendent	Member	
Dr. Ayesha Farheen- Alumni	Member	
Dr. Mohammed Khaja Moinuddn - Student	Member	
Mr. Shaikh Bade Parent Representative	Member	

The meeting was concluded by IQAC coordinator thanking all the members for their active participation and contribution.

IQAC CHAIRMAN



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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

2nd IQAC Meeting :04/10/2018

Time : 2:00PM

Venue: IQAC Office

Meeting started with welcome address by Dr. Heena Zainab, IQAC Co-ordinator. The Following agendas were discussed and appropriate decisions were made:

Agenda and Decisions

1. Reading of the Minutes of previous meeting

Resolution: The minutes were presented and approved by all the members.

2. Appraise the members on the outcome of academic excellence

Resolution: The faculty was appraised for achieving outstanding results in University examination.

3. Review of antiragging committee proceedings

Resolution: Sensitization programs were organized for freshers and senior students.

4. Review of postgraduate work progress

Resolution: It was decided to review the postgraduate work progress with the head of concerned department.

5. Organizing sports and cultural week.

Resolution: It was decided to conduct sports and cultural events.

6. To conduct ethical committee meet

Resolution: It was decided to conduct ethical committee meeting for postgraduate students with synopsis presentation.

7. Evaluation of examination reforms.

Resolution: It was decided to evaluate the examination reforms for the upcoming UG and PG university examinations.

Members present:

Name of the staff	Designation	Signature
Dr. Girish Katti	Chairman	
Dr. Heena Zainab	Coordinator	
Dr. M A Mujeeb – Management Representative	Member	
Dr. Syeda Arshiya Ara	Member	
Dr. Syed Zakaullah	Member	

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Dr. Aaisha Siddiqua	Member	
Dr. Ghousia Fatima	Member	
Dr. Arshad Hussain	Member	
Dr. Syed Sanaullah - Educationist	Member	
Mr. M A Najeeb - Managing Partner, MAM Agro Foods	Industrialist	
Mr. Jagannath Maski - Librarian	Member	
Mr. Abdul Mannan Office Superintendent	Member	
Dr. Ayesha Farheen- Alumni	Member	
Dr. Mohammed Khaja Moinuddn - Student	Member	
Mr. Shaikh Bade Parent Representative	Member	

The meeting was concluded by IQAC coordinator thanking all the members for their active participation and contribution.

IQAC CHAIRMAN



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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

3rd IQAC Meeting :02/01/2019

Time : 11:30AM

Venue: IQAC Office

Meeting started with welcome address by Dr. Heena Zainab IQAC Co-ordinator. Chair person of IQAC Dr. Girish Katti, Principal, appreciated the efforts inculcated in implementing the NAAC work. Further, the Following agendas were discussed and appropriate decisions were made.

Agenda and Decisions

1. Reading of the Minutes of previous IQAC meeting.

Resolution: The minutes of the previous meeting was presented and approved by all the members.

2. Organizing a program on stress management for office use.

Resolution: It was decided to organize a workshop on stress management for technicians.

3. Review of postgraduate work progress.

Resolution: It was decided to review the postgraduate work progress with the head of concerned department.

Members present:

Name of the staff	Designation	Signature
Dr. Girish Katti	Chairman	
Dr. Heena Zainab	Coordinator	
Dr. M A Mujeeb – Management Representative	Member	
Dr. Syeda Arshiya Ara	Member	
Dr. Syed Zakaullah	Member	
Dr. Aaisha Siddiqua	Member	
Dr. Ghousia Fatima	Member	



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Dr. Arshad Hussain	Member	
Dr. Syed Sanaulah - Educationist	Member	
Mr. M A Najeeb – Managing Partner, MAM Agro Foods	Industrialist	
Mr. Jagannath Maski – Librarian	Member	
Mr. Abdul Mannan Office Superintendent	Member	
Dr. Ayesha Farheen- Alumni	Member	
Dr. Mohammed Khaja Moinuddn - Student	Member	
Mr. Shaikh Bade Parent Representative	Member	

The meeting was concluded by IQAC coordinator thanking all the members for their active participation and contribution.

IQAC CHAIRMAN



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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

4th IQAC Meeting :04/04/2019

Time : 11:30AM

Venue: IQAC Office

Meeting started with welcome address by Dr. Heena Zainab IQAC Co-ordinator.
The following agendas were discussed and appropriate decisions were made.

Agenda and Decisions

1. Reading of the Previous Meeting Minutes
Resolution: The minutes of the previous meeting was read and approved.
2. Review of undergraduate performance.
Resolution: It was decided to review the undergraduate performance with the head of concerned department.
3. Submission of attendance and internal assessment record
Resolution: It was informed to all the departments to submit the attendance and internal assessment record.
4. Evaluation of examination reforms.
Resolution: It was decided to evaluate the examination reforms for the upcoming university examinations.
5. To review the proceedings of International and National day celebrations.
Resolution: It was informed to the head of departments to submit the reports on the activities conducted.

Members present:

Name of the staff	Designation	Signature
Dr. Girish Katti	Chairman	
Dr. Heena Zainab	Coordinator	
Dr. M A Mujeeb – Management Representative	Member	
Dr. Syeda Arshiya Ara	Member	
Dr. Syed Zakaullah	Member	
Dr. Aaisha Siddiqua	Member	
Dr. Ghousia Fatima	Member	



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Dr. Arshad Hussain	Member	
Dr. Syed Sanaullah - Educationist	Member	
Mr. M A Najeeb – Managing Partner, MAM Agro Foods	Industrialist	
Mr. Jagannath Maski – Librarian	Member	
Mr. Abdul Mannan Office Superintendent	Member	
Dr. Ayesha Farheen- Alumni	Member	
Dr. Mohammed Khaja Moinuddn - Student	Member	
Mr. Shaikh Bade Parent Representative	Member	

The meeting was concluded by IQAC coordinator thanking all the members for their active participation and contribution.

IQAC CHAIRMAN



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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

1st IQAC Meeting :03/06/2019

Time : 02:00PM

Venue: IQAC Office

Dr. Heena Zainab, IQAC Co-ordinator welcomed the chairperson Dr. Girish Katti and Members of the Internal Quality Assurance Cell (IQAC). The following agendas were discussed.

Agenda and Resolutions

1. Reading of the Minutes of previous meeting.
Resolution: The minutes were presented and approved by all the members.
2. Reframing of IQAC members.
Resolution: It was decided to reframe the committee members.
3. Preparation of Calendar of events for the Academic Year 2019-20
Resolution: By taking the inputs from various departments, cells and committees, it was decided to prepare the calendar of events for the Academic Year 2019-20.
4. Curriculum reforms
Resolution: It was decided to implement the curriculum as per DCI regulations and RGUHS norms.
5. Organizing a program on understanding of CO/PO and their attainment in health sciences.
6. **Resolution:** It was decided to organize a program on understanding of CO/PO and their attainment in health sciences.
7. Conducting of Value Added, Add-on and Training Programs
Resolution: It was decided to conduct the value added, add on and training programs by constituting the Institutional BOS with involvement of external experts.
8. Organizing lectures on "Capability enhancement by an external speaker.
Resolution: It was decided to organize a lecture on Human value development, Language and communication skills, Analytical skill development, Soft skills and Personality development and Interviewing skills by Mr. Zameer Ahmed for faculty and students.
9. Organizing Orientation and Anti-ragging workshop.
Resolution: It was decided to conduct a workshop on Orientation and Anti-ragging for freshers and seniors.
10. Celebrating international and national days
Resolution: It was decided to commemorate the celebration of international and national days.



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Members present:

Sl. No	Name of the staff	Designation	Signature
1	Dr. Girish Katti	Chairman	
2	Dr. Heena Zainab	Coordinator	
3	Dr. M A Mujeeb – Management Representative	Member	
4	Dr. Syeda Arshiya Ara	Member	
5	Dr. Syed Zakaullah	Member	
6	Dr. Aaisha Siddiqua	Member	
7	Dr. Ghousia Fatima	Member	
8	Dr. Arshad Hussain	Member	
9	Dr. Syed Sanaullah - Educationist	Member	
10	Mr. M A Najeeb – Managing Partner, MAM Agro Foods	Industrialist	
11	Mr. Jagannath Maski – Librarian	Member	
12	Mr. Abdul Mannan Office Superintendent	Member	
13	Dr. Md Wahajuddin- Alumni	Member	
14	Dr. Nadia Sameen - Student	Member	
15	Mr. Md Abdul Rasheed Parent Representative	Member	

The meeting was concluded by IQAC coordinator thanking all the members for their active participation and contribution.

IQAC CHAIRMAN



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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

2nd IQAC Meeting :03/10/2019

Time : 02:00PM

Venue: IQAC Office

Meeting started with welcome address by Dr. Heena Zainab, IQAC Co-ordinator.
The following agendas were discussed and appropriate decisions were made:

Agenda and Decisions

1. Reading of the Minutes of previous meeting
Resolution: The minutes were presented and approved by all the members.
2. Appraise the members on the outcome of academic excellence
Resolution: The faculty was appraised for achieving outstanding results in University examination.
3. Review of anti ragging committee proceedings
Resolution: Sensitization programs were organized for freshers and senior students.
4. Review of postgraduate work progress
Resolution: It was decided to review the postgraduate work progress with the head of concerned department.
5. Organizing sports and cultural week.
Resolution: It was decided to conduct sports and cultural events.
6. To conduct ethical committee meet
Resolution: It was decided to conduct ethical committee meeting for postgraduate students with synopsis presentation.
7. Evaluation of examination reforms for referred batch.
Resolution: It was decided to evaluate the examination reforms for the upcoming university examinations.
8. Installation of Sewage treatment plan
Resolution: It was decided to install the sewage treatment plan in the college campus.

Members present:

Sl. No	Name of the staff	Designation	Signature
1	Dr. Girish Katti	Chairman	
2	Dr. Heena Zainab	Coordinator	
3	Dr. M A Mujeeb – Management Representative	Member	
4	Dr. Syeda Arshiya Ara	Member	

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5	Dr. Syed Zakaullah	Member	
6	Dr. Aaisha Siddiqua	Member	
7	Dr. Ghousia Fatima	Member	
8	Dr. Arshad Hussain	Member	
9	Dr. Syed Sanaullah - Educationist	Member	
10	Mr. M A Najeeb - Managing Partner, MAM Agro Foods	Industrialist	
11	Mr. Jagannath Maski - Librarian	Member	
12	Mr. Abdul Mannan Office Superintendent	Member	
13	Dr. Md Wahajuddin- Alumni	Member	
14	Dr. Nadia Sameen - Student	Member	
15	Mr. Md Abdul Rasheed Parent Representative	Member	

The meeting was concluded by IQAC coordinator thanking all the members for their active participation and contribution.

IQAC CHAIRMAN



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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

3rd IQAC Meeting :02/01/2020

Time : 11:30AM

Venue: IQAC Office

Meeting started with welcome address by Dr. Heena Zainab, IQAC Co-ordinator.
The following agendas were discussed and appropriate decisions were made:

Agenda and Decisions

1. Reading of the Minutes of previous IQAC meeting
Resolution: The minutes of the previous meeting was presented and approved by all the members.
2. Organizing a program on technical skills for office use.
Resolution: It was decided to organize a workshop on technical skills for office use for technicians.
3. Review of functioning of sewage treatment plan
Resolution: The installation was checked for proper functioning.

Members present:

Sl. No	Name of the staff	Designation	Signature
1	Dr. Girish Katti	Chairman	
2	Dr. Heena Zainab	Coordinator	
3	Dr. M A Mujeeb – Management Representative	Member	
4	Dr. Syeda Arshiya Ara	Member	
5	Dr. Syed Zakaullah	Member	
6	Dr. Aaisha Siddiqua	Member	
7	Dr. Ghousia Fatima	Member	
8	Dr. Arshad Hussain	Member	
9	Dr. Syed Sanaullah - Educationist	Member	



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10	Mr. M A Najeeb – Managing Partner, MAM Agro Foods	Industrialist	
11	Mr. Jagannath Maski – Librarian	Member	
12	Mr. Abdul Mannan Office Superintendent	Member	
13	Dr. Md Wahajuddin- Alumni	Member	
14	Dr. Nadia Sameen - Student	Member	
15	Mr. Md Abdul Rasheed Parent Representative	Member	

The meeting was concluded by IQAC coordinator thanking all the members for their active participation and contribution.

IQAC CHAIRMAN



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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

4th IQAC Meeting :02/04/2020

Time : 11:30AM

Venue: : Online Zoom meeting

Meeting started with welcome address by Dr. Heena Zainab, IQAC Co-ordinator.
The following agendas were discussed and appropriate decisions were made:

Agenda and Decisions

1. Reading of the Previous Meeting Minutes
Resolution: The minutes of the previous meeting was read and approved.
2. Review of undergraduate performance.
Resolution: It was decided to review the undergraduate performance with the head of concerned department.
3. Review of postgraduate work progress.
Resolution: It was decided to review the postgraduate work progress with the head of concerned department.
4. To proceed with online mode of teaching
Resolution: It was decided to implement online mode of teaching using zoom platform.
5. Submission of attendance and internal assessment record
Resolution: It was informed to all the departments to submit the attendance and internal assessment record.
6. Evaluation of examination reforms.
Resolution: It was decided to evaluate the examination reforms for the upcoming university examinations.
7. To review the proceedings of International and National day celebrations.
Resolution: It was informed to the head of departments to submit the reports on the activities conducted

Members present:

Sl. No	Name of the staff	Designation	Signature
1	Dr. Girish Katti	Chairman	
2	Dr. Heena Zainab	Coordinator	

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3	Dr. M A Mujeeb – Management Representative	Member	
4	Dr. Syeda Arshiya Ara	Member	
5	Dr. Syed Zakaullah	Member	
6	Dr. Aaisha Siddiqua	Member	
7	Dr. Ghousia Fatima	Member	
8	Dr. Arshad Hussain	Member	
9	Dr. Syed Sanaulah - Educationist	Member	
10	Mr. M A Najeeb – Managing Partner, MAM Agro Foods	Industrialist	
11	Mr. Jagannath Maski – Librarian	Member	
12	Mr. Abdul Mannan Office Superintendent	Member	
13	Dr. Md Wahajuddin- Alumni	Member	
14	Dr. Nadia Sameen - Student	Member	
15	Mr. Md Abdul Rasheed Parent Representative	Member	

The meeting was concluded by IQAC coordinator thanking all the members for their active participation and contribution.

IQAC CHAIRMAN



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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

1st IQAC Meeting :01/06/2020

Time : 02:00PM

Venue : Online Zoom meeting

Dr. Heena Zainab, IQAC Co-ordinator welcomed the Chairman Dr. Girish Katti and Members of the Internal Quality Assurance Cell (IQAC). The following agendas were discussed.

Agenda and Resolutions

1. Reading of the Minutes of previous meeting
Resolution: The minutes were presented and approved by all the members.
2. Curriculum reforms
Resolution: It was decided to implement the curriculum as per DCI regulations and RGUHS norms.
3. Evaluating the online mode of UG teaching
Resolution: It was decided that the Head of departments submit the details of lecture taken and attendance to IQAC Chairman weekly.
4. Framing of SOP for the patients
Resolution: Considering the Covid-19 pandemic crisis, it was decided that the IQAC coordinator will frame the General SOP's for the staff, patients and students.
5. Framing of Department wise SOP
Resolution: Considering the Covid-19 pandemic crisis, it was informed to the Head of departments to formulate SOP for departments specific procedures.
6. Covid test and self-isolation.
Resolution: It was decided that all students who are reporting back to college should submit PCR Negative report and undergo 15 days of self-isolation.
7. Establishment of Triage Area
Resolution: It was decided to establish the triage area following the specific protocols.
8. Online examination reforms
Resolution: It was decided to conduct theory and practical internal examinations on online mode.
9. Online mode of PG activity
Resolution: It was decided that the PG activity be conducted regularly through online mode.
10. Review of academic performance of UG
Resolution: It was decided to review the attendance and internal examination performance of the students.
11. Encourage participation in online competitions
Resolution: It was decided to encourage and guide the UG and PG students to participate in e-poster and e-paper competitions.

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12. Conducting of Value Added, Add on and Training Programs

Resolution: It is decided to conduct the value added, add on and training programs by constituting the Institutional BOS with involvement of external experts.

13. Organizing lectures on "Capability enhancement by an external speaker."

Resolution: It was decided to organize a lecture on Human value development, Language and communication skills, Analytical skill development, Soft skills and Personality development and Interviewing skills by Mr. Zameer Ahmed for faculty and students.

Members present:

Sl. No	Name of the staff	Designation	Signature
1	Dr. Girish Katti	Chairman	
2	Dr. Heena Zainab	Coordinator	
3	Dr. M A Mujeeb – Management Representative	Member	
4	Dr. Syeda Arshiya Ara	Member	
5	Dr. Syed Zakaullah	Member	
6	Dr. Aaisha Siddiqua	Member	
7	Dr. Ghousia Fatima	Member	
8	Dr. Arshad Hussain	Member	
9	Dr. Syed Sanaullah - Educationist	Member	
10	Mr. M A Najeeb – Managing Partner, MAM Agro Foods	Industrialist	
11	Mr. Jagannath Maski – Librarian	Member	
12	Mr. Abdul Mannan Office Superintendent	Member	
13	Dr. Shahnaaz Saba - Alumni	Member	
14	Dr. Mohammed Waseef Adnan Ansari - Student	Member	
15	Mr. Abdul Salam Ansari Parent Representative	Member	

IQAC CHAIRMAN

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

2nd IQAC Meeting :05/10/2020

Time : 02:00PM

Venue: : Online Zoom meeting

Meeting started with welcome address by Dr. Heena Zainab, IQAC Co-ordinator.
The Following agendas were discussed and appropriate resolutions were made:

Agenda and Decisions

1. Reading of the Minutes of previous meeting
Resolution: The minutes were presented and approved by all the members.
2. Considering re-opening of college for students
Resolution: It was decided to reopen the college by keeping into consideration the SOP's.
3. Implementation of SOP's
Resolution: It was reviewed whether the SOP's framed were strictly adhered to.
4. Submission of Attendance and Internal Assessment
Resolution: It was informed to the Head of departments to submit the attendance and internal assessment to the office.
5. Review of PG activity
Resolution: It was decided to check the progress of PG work with reference to academic presentations and dissertations.
6. Collection of feedback.
Resolution: It was decided to collect and analyze feedback from students regarding online mode of teaching.
7. Organizing Orientation and Anti-ragging programs.
Resolution: It was decided to conduct orientation program and anti-ragging program for freshers and seniors.
8. To conduct ethical committee meet
Resolution: It was decided to conduct ethical committee meeting for postgraduate students with synopsis presentation.
9. Evaluation of examination reforms.
Resolution: It was decided to evaluate the examination reforms for the upcoming UG and PG university examinations.

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Members present:

Sl. No	Name of the staff	Designation	Signature
1	Dr. Girish Katti	Chairman	
2	Dr. Heena Zainab	Coordinator	
3	Dr. M A Mujeeb – Management Representative	Member	
4	Dr. Syeda Arshiya Ara	Member	
5	Dr. Syed Zakaullah	Member	
6	Dr. Aaisha Siddiqua	Member	
7	Dr. Ghousia Fatima	Member	
8	Dr. Arshad Hussain	Member	
9	Dr. Syed Sanaullah - Educationist	Member	
10	Mr. M A Najeeb – Managing Partner, MAM Agro Foods	Industrialist	
11	Mr. Jagannath Maski – Librarian	Member	
12	Mr. Abdul Mannan Office Superintendent	Member	
13	Dr. Shahnaaz Saba - Alumni	Member	
14	Dr. Mohammed Waseef Adnan Ansari - Student	Member	
15	Mr. Abdul Salam Ansari Parent Representative	Member	

IQAC CHAIRMAN

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

3rd IQAC Meeting :05/01/2021

Time : 02:00PM

Venue: : IQAC Office

Meeting started with welcome address by Dr. Heena Zainab, IQAC Co-ordinator.
The Following agendas were discussed and appropriate resolutions were made:

Agenda and Decisions

1. All the members congratulated Dr. Syed Zakaullah for accepting his good self on being appointed as Principal and Dean.
2. Reading of the Minutes of previous meeting
Resolution: The minutes of the previous meeting was presented and approved by all the members.
3. Covid test
Resolution: It was decided that all students who are reporting back to college should submit PCR Negative report.
4. Organizing sports and cultural week
Resolution: It was decided to organize the sports and cultural events in the month of February.
5. Review of postgraduate work progress
Resolution: It was decided to review the postgraduate work progress with the head of concerned department.
6. Celebrating international and national days
Resolution: It was decided to commemorate the celebration of international and national days and submit the documents to IQAC.
7. Organizing a program on "Stress management in academics" by an external speaker
Resolution: It was decided to organize the workshop on "Stress management in academics"
8. Organizing a program on "ICT skills" for technicians
Resolution: It was decided to organize the workshop on "ICT skills" for technicians.
9. Evaluation of examination reforms
Resolution: It was decided to evaluate the examination reforms for the upcoming UG and PG university examinations.
10. Review of Value Added, Add on and Training Programs
Resolution: It is decided to review the progress of value added, add on and training programs.



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Members present:

Sl. No	Name of the staff	Designation	Signature
1	Dr. Syed Zakaullah	Chairman	
2	Dr. Heena Zainab	Coordinator	
3	Dr. M A Mujeeb – Management Representative	Member	
4	Dr. Syeda Arshiya Ara	Member	
5	Dr. Aaisha Siddiqua	Member	
6	Dr. Ghousia Fatima	Member	
7	Dr. Arshad Hussain	Member	
8	Dr. Syed Sanaullah - Educationist	Member	
9	Mr. M A Najeeb – Managing Partner, MAM Agro Foods	Industrialist	
10	Mr. Jagannath Maski – Librarian	Member	
11	Mr. Abdul Mannan Office Superintendent	Member	
12	Dr. Shahnaaz Saba - Alumni	Member	
13	Dr. Mohammed Waseef Adnan Ansari - Student	Member	
14	Mr. Abdul Salam Ansari Parent Representative	Member	

IQAC CHAIRMAN



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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

4th IQAC Meeting :06/04/2021

Time : 11:30AM

Venue: IQAC Office

Meeting started with welcome address by Dr. Heena Zainab IQAC Co-ordinator. Chairman of IQAC Dr. Syed Zakaullah, Principal, appreciated the members for their efforts towards quality initiatives taken during the academic year, next the following agendas were discussed and appropriate decisions were made.

Agenda and Decisions

1. Reading of the Previous Meeting Minutes
Resolution: The minutes of the previous meeting was read, confirmed and recorded.
2. Review of undergraduate performance
Resolution: It was decided to review the undergraduate performance with the head of concerned department.
3. Promotion of Research based activity
Resolution: All the staff members were informed to upgrade their research activities and publications.
4. Applying for research grants
Resolution: All the members congratulated Dr. Rahul Halkai and Dr. Kiran Halkai on the receipt of UG research grant. Further the staff were motivated to apply for research grants on a regular basis.
5. Identification of best practices in the institute
Resolution: The staff were motivated to identify the best practice in the institute and continue the same further.
6. Criteria wise data verification
Resolution: All the criteria coordinators were asked to update the work proceedings.
7. Planning the installation of solar poles and solar panels
Resolution: It was decided to install solar poles and solar panels in the college campus.

Members present:

Sl. No	Name of the staff	Designation	Signature
1	Dr. Syed Zakaullah	Chairman	
2	Dr. Heena Zainab	Coordinator	

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3	Dr. M A Mujeeb – Management Representative	Member	
4	Dr. Syeda Arshiya Ara	Member	
5	Dr. Aaisha Siddiqua	Member	
6	Dr. Ghousia Fatima	Member	
7	Dr. Arshad Hussain	Member	
8	Dr. Syed Sanaullah - Educationist	Member	
9	Mr. M A Najeeb – Managing Partner, MAM Agro Foods	Industrialist	
10	Mr. Jagannath Maski – Librarian	Member	
11	Mr. Abdul Mannan Office Superintendent	Member	
12	Dr. Shahnaaz Saba - Alumni	Member	
13	Dr. Mohammed Waseef Adnan Ansari - Student	Member	
14	Mr. Abdul Salam Ansari Parent Representative	Member	

IQAC CHAIRMAN