

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

ACADEMIC YEAR 2022-2023



ISLAMIAH WOMEN'S ARTS & SCIENCE COLLEGE
Recognized by UGC under section 2(f) & 12(B) of the UGC Act 1956,
Permanently affiliated with Thiruvalluvar University, Accredited by NAAC with 'B' Grade
10, By-Pass Road, Vaniyambadi – 635751; Phone: 04174 – 235266

IWASC/IQAC/2022-2023/01


DATE: 13.07.2022

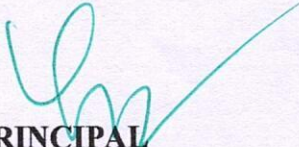
CIRCULAR

A meeting of the IQAC members will be held chaired by the IQAC Coordinator, in the IQAC on 13.07.2022 at 10.00 a.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

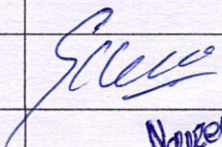
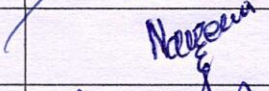
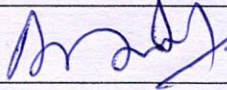

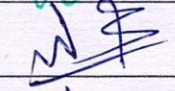
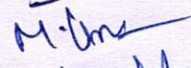
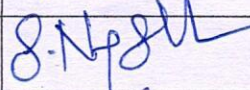
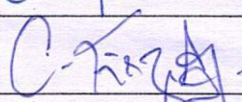
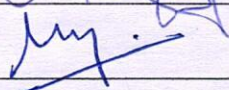
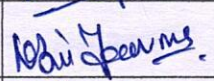
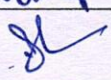
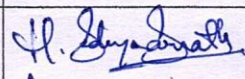
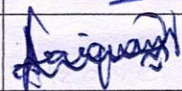
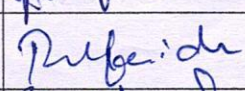
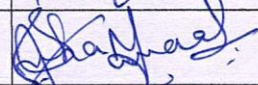
AGENDA

1. Action taken report of the previous meeting
2. NAAC Accreditation Orientation Program
3. Induction Program for the First years
4. Workshop on Teaching, Learning and Research
5. Reconstitution of Committees (if required)
6. Action Plan for the year 22-23
7. Any other points


COORDINATOR
INTERNAL QUALITY ASSURANCE CELL


PRINCIPAL
Principal
Islamiah Women's Arts and Science College
Vaniyambadi - 635 752.

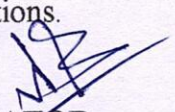
MEMBERS IN ATTENDANCE

Member	Designation	Signature
Mr. C. Khaizer Ahmed	Secretary & Correspondent	
Mr. Nari Mohammed Nayeem	Social Worker	
Mr. Patel Mohammed Yousuf	Industrialist	
Dr. M. Renu	Principal	
Ms. Arshiya Tarannum M	IQAC Coordinator	
Ms. Uma	Assistant Professor of Mathematics	
Ms. Nagasudha	Assistant Professor of IDD	
Ms. Firza Afreen C	Assistant Professor of Computer Science	
Ms. Shazia Saqulain	Assistant Professor of Mathematics	
Ms. Naziya Tasneem M S	Assistant Professor of English	
Ms. Shabeena Begum	Assistant Professor of Computer Applications	
Dr. Sadiya Sarvath	Assistant Professor of Business Administration	
Ms. Faiqua Anjum	Assistant Professor of Chemistry	
Ms. Rufaida Neelufer	Alumna	
Ms. Suha Manaal	President – Students' Union Majlis	

Minutes of the Meeting 13.07.2022

The following points were discussed and unanimously resolved by the members in attendance.

1. Action taken report of the previous meeting placed before the committee for approval.
2. Resolved to conduct NAAC Accreditation Orientation Program on 19.7.22 with Dr. Ajay Bhagwat, Director and Mr. Tanmay Kubde, Trainee, Inpods, Delhi, from 1.45 – 2.45 p.m. for all the faculty members.
3. Resolved to conduct an Induction Program for the First year students on 04.08.22. Suggestions were made by the members to invite a few recently passed Alumna of the institution to share their experiences and motivate the new entrants to aspire for a fulfilling college experience.
4. Resolved to conduct a Workshop on Scholarly Information for Teaching, Learning & Research with Dr. Nawaz Basha, Assistant Professor of Computer Science, Islamiah College (A), speaking on NPTEL, SWAYAM & MOOC Courses, and Dr. Latheef, Librarian, Islamiah College (A), speaking on E-Resources for Teaching, Learning and Research as resource persons.
5. Suggestions made for the reconstitution of the Discipline committee, Sports, SBA and YRC along with the induction of new faculty members into Exam Cell and the NSS. A committee of the Nodal officer is formed to address the communications received from the Collectorate and the State and Central governments in the form of conducting programs of national and civilian interest. Further, progress and/or working of each committee shall be closely monitored and required changes can be made according to each faculty's strengths and interests.
6. Resolved to create an atmosphere of tolerance and unity by conducting programs on diverse cultural practices of India to foster understanding and appreciation of all religious and regional differences. Core objective shall be to instil a moral and ethical sense in the students through the programs conducted. **Action plan received** from all the committees were reviewed and suggestions made. Simultaneously, a tentative Plan of Action of the IQAC was proposed and suggestions from the members were noted for probable modifications.


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Action Taken Report for the Meeting held on 13.07.2022

- Orientation program was conducted with the Director of Inpods, Delhi, Dr. Ajay Bhagwat and Mr. Tanmay Kubdey on 19.7.22.
- An Induction Program for the First year students on 04.08.22 with Ms. Shumaila, an entrepreneur, and several other Alumna who have established a successful career in diverse fields were invited as guests.
- A Workshop on 'Scholarly Information for Teaching, Learning & Research' was conducted with Dr. Nawaz Basha, Assistant Professor of Computer Science, Islamiah College (A), speaking on NPTEL, SWAYAM & MOOC Courses, and Dr. Latheef, Librarian, Islamiah College (A), speaking on E-Resources for Teaching, Learning and Research as resource persons.
- Some of the committees were reconstituted.
- Programs were conducted following the Action plan prepared by the IQAC and all the other committees at the beginning of the year.



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IWASC/IQAC/2022-2023/02


DATE: 15.09.2022


CIRCULAR

A meeting of the IQAC members will be held chaired by the IQAC Coordinator, in the IQAC on 15.09.2022 at 10.00 a.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

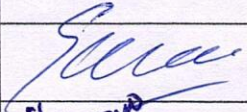

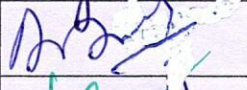


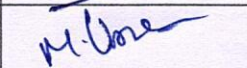
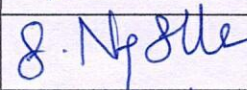
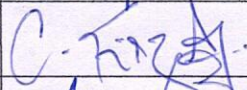
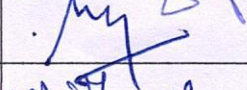
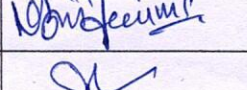
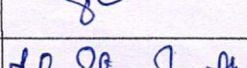
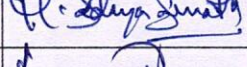
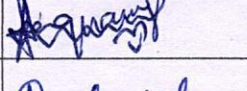
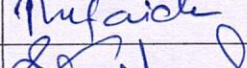

AGENDA

1. Action taken report of the previous meeting
2. Faculty Development Program
3. International Seminar – Language acquisition/softskill
4. Guidelines for Quality enhancement - FDP
5. SDP – Life Skills
6. Library automation
7. NET/SET Coaching classes
8. NIRF
9. Any other points for discussion


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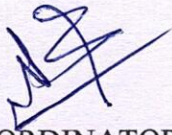
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Ms. Suha Manaal	President – Students' Union Majlis	

Minutes of the Meeting - 15.09.2022

The following points were discussed and unanimously resolved by the members in attendance.

1. Action taken report of the previous meeting placed before the committee for approval.
2. Resolved to conduct an Faculty Development Program on Pedagogical Skills.
3. Resolved to conduct a program on Languages and Language acquisition with Mr. Scott Hartmann, Cultural Affairs Officer, US Consulate General, Chennai as resource person.
4. Resolved to conduct a program for the faculty members to communicate and apprise them of the guidelines of various regulatory and accreditation bodies so as to improve and induce an effective change in all processes of the institution.
5. Resolved to conduct a student development program to help them cope with the pressures that come with growing up and entering the society.
6. Resolved to further upgrade library automation,
7. Resolved to conduct NET/SET coaching classes from November 2022.
8. NIRF data to be compiled soon and may be uploaded at the earliest.



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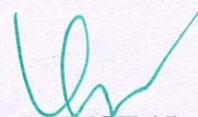
Action Taken Report for the Meeting held on 15.09.2022

1. An FDP was organised on 'Enhancing Pedagogical Skills' with Dr. Shameem, Deputy Director, State Council of Educational Research and Training, Chennai as resource person on 23.9.22.
2. An International Seminar - United in Language Beyond Culture was organised with Mr. Scott Hartmann, Cultural Affairs Officer, US Consulate General, Chennai as resource person on 27.09.22.
3. A Faculty Development program on the Quality parameters for HEI as per the guidelines of various regulatory and accreditation bodies was organised by the IQAC.
4. A student development program on Emotional and Intellectual Competencies for students was organised on 22.11.22 with Ms. Olive Santhi, President, Rotary Club of Hosur Angels, as resource person,
5. Upgrading the Automation features for the Library has been meticulously carried out.
6. NET/SET coaching classes are tentatively scheduled to commence in the month of January.
7. NIRF data collection began and verification is proposed to be completed in October.



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IWASC/IQAC/2022-2023/03


DATE: 30.12.2022

CIRCULAR

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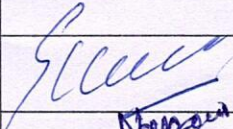
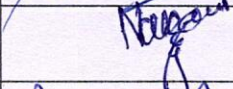
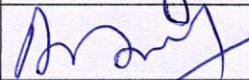
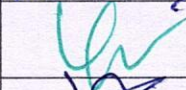

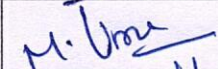
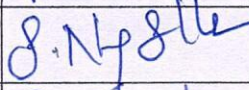
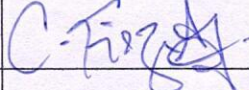
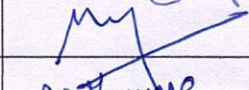
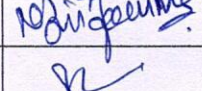
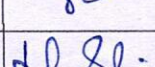
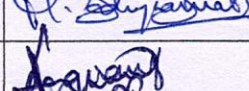
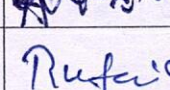
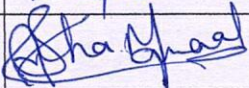
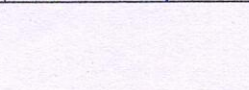
AGENDA

1. Action taken report of the previous meeting
2. URDU MELA for women
3. Seminar for the promotion of Language skills
4. Awareness Program - Intellectual Property Rights
5. AQAR for 22-23
6. Action plan for the Even semester
7. Any other points


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Minutes of the Meeting 30.12.2022

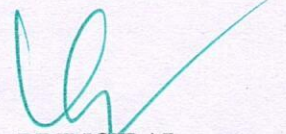
The following points were discussed and unanimously resolved by the members in attendance.

1. Action taken report of the previous meeting was presented and approved by the members in presence.
2. As part of the URDU MELA being organised by the VMES under the aegis of NCPUL, Govt. of India, the IQAC Team with the Department of Urdu resolved to hold competitions and literary programs exclusively for women on 07.01.23. Planned to invite participants from all over the state.
3. Resolved to conduct a Seminar on 'Synergizing Urdu with Modern Technology' on 10.01.23 with resource persons from the NCPUL, GOI.
4. Resolved to conduct an awareness program on Intellectual Property Rights with Mr. Lakshmi Narayanan A, Examiner of Patents and Designs, NIPAM Officer (Group A Gazette), Intellectual Property Office, Govt. of India as resource person.
5. Documentation for the submission of the Annual Quality Assurance Report to the NAAC for the year 21-22 is to be meticulously verified and the same is to be communicated to the Heads of all the departments.
6. Action plan of the Departments, Cells, Clubs and Committees were verified, discussed and resolved.



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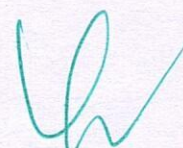
Action Taken Report for the Meeting held on 30.12.2022

1. The URDU MELA was organised on the day by the IQAC Team with the Department of Urdu under the guidance of VME Society, funded by NCPUL, Govt. of India, Competitions and literary programs were conducted exclusively for women on 07.01.23 with thousands of women - school and college students and women from various walks of life from all over the state participated in the literary events, visited Book and Food stalls, and enjoyed the cultural programs performed by professional artists and students in the evening.
2. Seminar on Synergizing Urdu with Modern Technology was conducted on 10.01.23 with Dr. Shama Kausar Yazdani, Assistant Director (Acad.), and Ms. Neelam Rani, Superintendent (Administration), National Council for the Promotion of Urdu Language, New Delhi, as resource persons for Urdu speaking faculty and students.
3. An awareness program on Intellectual Property Rights was organised with Mr. Lakshmi Narayanan A, Examiner of Patents and Designs, NIPAM Officer (Group A Gazette), Intellectual Property Office, Govt. of India as resource person.
4. Annual Quality Assurance Report to the NAAC for the year 21-22 along with AISHE and NIRF are being thoroughly scrutinized with a panel of senior faculty from all the departments.



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IWASC/IQAC/2022-2023/04


DATE: 19.1.2023 -

CIRCULAR

A meeting of the IQAC members will be held chaired by the IQAC Coordinator, in the IQAC on 19.1.2023 at 1.00 p.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

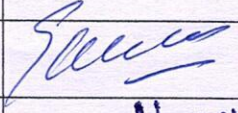
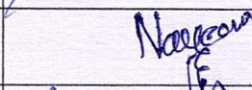
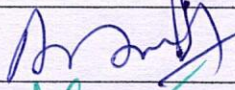
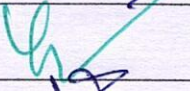
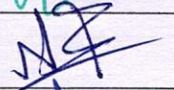
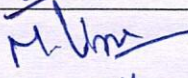
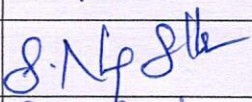
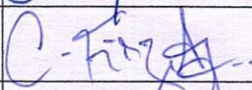
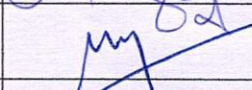
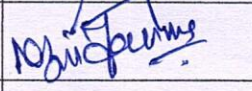
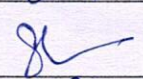
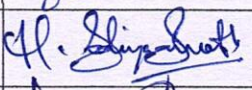
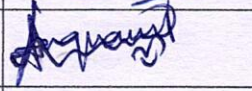
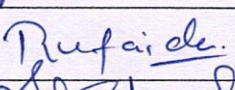
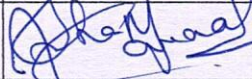
1. Action taken report of the previous meeting
2. Professionals Meet – FDP
3. NET/SET Coaching
4. Faculty Development Program – TLP
5. Any other points


COORDINATOR
INTERNAL QUALITY ASSURANCE CELL


PRINCIPAL

Principal
Islamiah Women's Arts and Science College
Vaniyambadi - 635 752.

MEMBERS IN ATTENDANCE

Member	Designation	Signature
Mr. C. Khaizer Ahmed	Secretary & Correspondent	
Mr. Nari Mohammed Nayeem	Social Worker	
Mr. Patel Mohammed Yousuf	Industrialist	
Dr. M. Renu	Principal	
Ms. Arshiya Tarannum M	IQAC Coordinator	
Ms. Uma	Assistant Professor of Mathematics	
Ms. Nagasudha	Assistant Professor of IDD	
Ms. Firza Afreen C	Assistant Professor of Computer Science	
Ms. Shazia Saqulain	Assistant Professor of Mathematics	
Ms. Naziya Tasneem M S	Assistant Professor of English	
Ms. Shabeena Begum	Assistant Professor of Computer Applications	
Dr. Sadiya Sarvath	Assistant Professor of Business Administration	
Ms. Faiqua Anjum	Assistant Professor of Chemistry	
Ms. Rufaida Neelufer	Alumna	
Ms. Suha Manaal	President – Students' Union Majlis	

Minutes of the Meeting 19.1.2023

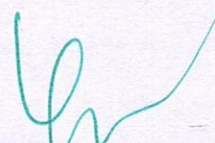
The following points were discussed and unanimously resolved by the members in attendance.

1. Action taken report of the previous meeting was presented and approved by the members in presence.
2. Resolved to begin NET/SET coaching classes by the second week of January.
3. Resolved to conduct a Professionals Meet in the month of February involving Professors, employees from the Corporate Sector, Banking etc., to induce a growth in perspective and understanding of diverse fields necessary for the current demands of the commercial and financial sustenance.
4. Resolved to conduct a Faculty Development Program in February to integrate conventional and modern methods of pedagogy in the Teaching-Learning Process for greater benefit and better results from the students.



COORDINATOR

INTERNAL QUALITY ASSURANCE CELL



PRINCIPAL

Principal

Islamiah Women's Arts and Science College
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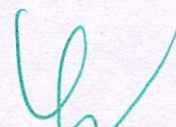
Action Taken Report for the Meeting held on 19.1.2023

1. NET/SET coaching classes commenced on 20.01.23 with the inaugural ceremony at the Islamiah College (A) campus. The subsequent classes were all arranged in the Islamiah Women's Arts and Science College campus on all week days between 3.00 p.m. and 4.30 p.m.
2. A Professionals Meet was conducted on 09.02.23 with Mr. Ashfaq, Mr. Amanullah, Mr. Towfeeque and Mr. Pudupet Abdullah Abdullah Basha as resource persons.
3. A Faculty Development Program on **Pedagogical Enhancement** was organised on 26.02.23 with Dr. Mohammed Ilyas, Principal, Islamiah College (A), as resource person.



COORDINATOR

INTERNAL QUALITY ASSURANCE CELL



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Principal

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ISLAMIAH WOMEN'S ARTS & SCIENCE COLLEGE

Recognized by UGC under section 2(f) & 12(B) of the UGC Act 1956,
Permanently affiliated with Thiruvalluvar University, Accredited by NAAC with 'B' Grade
10, By-Pass Road, Vaniyambadi – 635751; Phone: 04174 – 235266

IWASC/IQAC/2022-2023/05

DATE: 26.2.2023 -

CIRCULAR

A meeting of the IQAC members will be held chaired by the IQAC Coordinator, in the IQAC on 26.2.2023 at 12.00 p.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

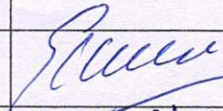
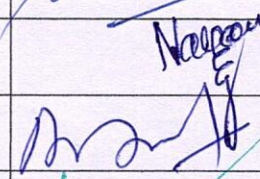
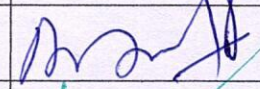

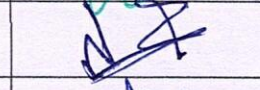
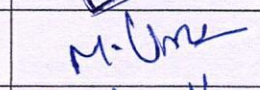
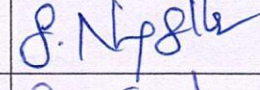
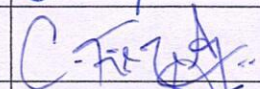
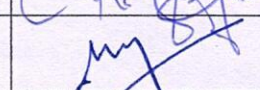
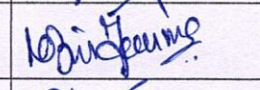
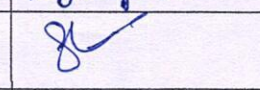
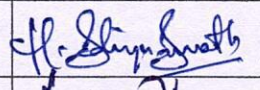
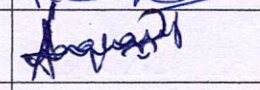
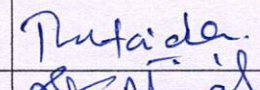
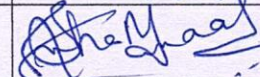
1. Action taken report of the previous meeting
2. Women Empowerment
3. Research FDP
4. Ethics in Teaching – FDP
5. Internal Auditing and Stock verification
6. Any other points

COORDINATOR
INTERNAL QUALITY ASSURANCE CELL

PRINCIPAL

Principal
Islamiah Women's Arts and Science College
Vaniyambadi - 635 752.

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Ms. Faiqua Anjum	Assistant Professor of Chemistry	
Ms. Rufaida Neelufer	Alumna	
Ms. Suha Manaal	President – Students' Union Majlis	

Minutes of the Meeting 26.2.2023

The following points were discussed and unanimously resolved by the members in attendance.

1. Action taken report of the previous meeting was presented and approved by the members in presence.
2. Resolved to conduct a program on Women Empowerment on the occasion of Women's Day.
3. Resolved to encourage the faculty to engage in research and publish papers and to this end educate them on the options available in respective fields of research, reliable journals etc.
4. Resolved to conduct a program for the faculty to help them connect to the core objectives of teaching so as to rejuvenate the fervour and conviction that compelled them to choose the profession.
5. Resolved to conduct Stock verification of all the departments in the second week of March and Internal Auditing in the month of April



COORDINATOR

INTERNAL QUALITY ASSURANCE CELL



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Principal
Islamiah Women's Arts and Science College
Vaniyambadi - 635 752.

Action Taken Report for the Meeting held on 26.2.2023

1. A Women Empowerment program was conducted on **Self, Mutual and Societal Scope for Women's Empowerment – Opportunities and Resources** on 1.3.23 with Ms. Parveen Papa, Philanthropist and Director, HR, Huma Specialists Hospital and Research Centre, Chennai and Ms. Shereen Sultana, Social Activist and Reformer, Chennai, as resource persons.
2. An FDP on **Research Paper Writing and Selection of Journals** was organised on **3.3.23** with Dr. J. Lesitha Kumari, Research Associate – Assistant Professor, Research Department of Biotechnology, Marudhar Kesari Jain College, Vaniyambadi, as resource person.
3. On 23.5.23 an FDP on Enjoy your Task was organised with Dr. JC. T.G. M. Ganesan, Trainer for Corporates, JCI Vaniyambadi Palar, as resource person.
4. Stock verification of all the departments was scheduled for the second week of March. Internal Auditing and Stock Verification was completed in the month of May.



COORDINATOR

INTERNAL QUALITY ASSURANCE CELL



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