

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

ACADEMIC YEAR - 2024-2025



ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE

Permanently Affiliated to Thiruvalluvar University
Recognized by UGC under sections 2(f) and 12(B) of the UGC Act 1956
Accredited with "B" Grade by NAAC
Approved by the Government of Tamil Nadu
Phone: 04174-235266 Email: principalwac@gmail.com
www.islamiahwomensartsandsciencecollege.com

IWASC/IQAC/2024-2025/03

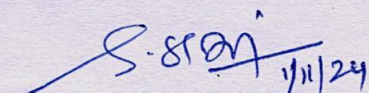
DATE: 01.11.2024

CIRCULAR

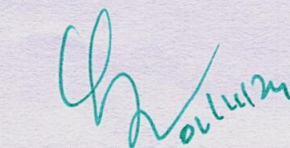
A meeting of the IQAC members will be held chaired by the IQAC Coordinator, in the IQAC on 04.11.2024 at 10:00 a.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

1. Action taken report of previous meeting
2. Discussion regarding AQAR 2023 – 2024 submission
3. Formation and Orientation of Criterion-Wise Subcommittees
4. Up gradation of Digital Infrastructure
5. Preparation for Participation in NIRF and AISHE

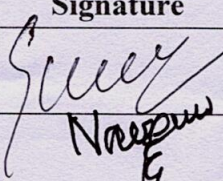
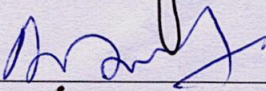
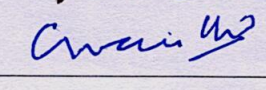
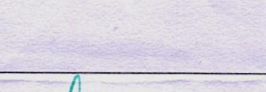
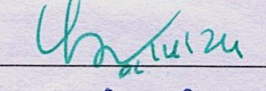
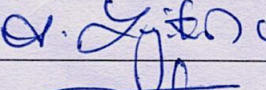
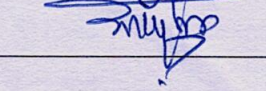
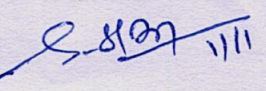
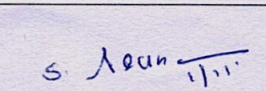
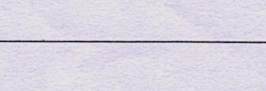
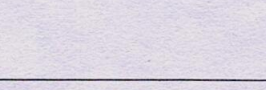
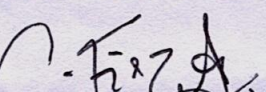
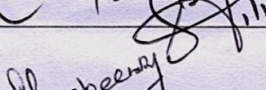

Dr. G. Shobarani

IQAC Coordinator


Dr. M. Renu

Principal

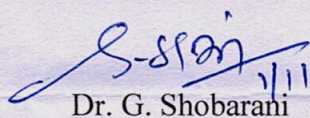
MEMBERS IN ATTENDANCE

Member	Designation	Signature
Janab C. Khaizer Ahmed Sahib	Secretary & Correspondent	
Mr. Nari Mohammed Nayeem	Local Society	
Mr. Patel Mohammed Yusuf	Industrialist	
Mr. Uvais Ahmed	Employer	
Dr. A. Meenaz Banu	Stakeholder	
Dr. M. Renu	Principal	
Dr. A. Liyakath Ali	Senior Administrative Officer	
Dr. T. Mohamed Ilyas	Academician	
Dr. G. Shobarani	IQAC Coordinator & HOD, Department of Artificial Intelligence	
Ms. S. Aruna	Head of the Department of Biochemistry	
Dr. K. Indra	Head, Department of Commerce (CA)	
Ms. C. Firza Afreen	Asst. Prof, Department of Computer Science	
Ms. S. Shabeena Begum	Asst. Prof, Department of Data Science	
Ms. J. Jayadurga	Asst. Prof, Department of Artificial Intelligence	
Ms. S. Moushika	Asst. Prof, Department of IDD	
Ms. Famiya	III B.Sc Biochemistry	
Ms. Rufaida Neelufar	President, Alumni Association	

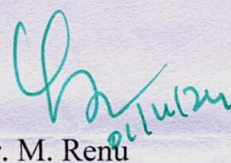
Minutes of the Meeting

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

1. The members reviewed and discussed the actions taken since the last meeting. Updates on completed actions were noted, and unresolved issues were carried forward for further deliberation.
2. The process for completing and submitting the Annual Quality Assurance Report (AQAR) for 2023–2024 was discussed in detail. The committee resolved to finalize data collection from departments and ensure timely submission to NAAC.
3. It was decided to form subcommittees for each NAAC criterion. Responsibilities were assigned to members, and orientation sessions were planned to brief them on their roles and tasks.
4. The committee has suggested to upgrade the institution's digital infrastructure. Proposals included upgrading existing lab facilities, construction of new lab and ensuring access to digital resources for students and faculty.
5. The members discussed strategies for participation in the National Institutional Ranking Framework (NIRF) and submission of data for the All India Survey on Higher Education (AISHE). Departments were tasked with compiling required data and ensuring accuracy.



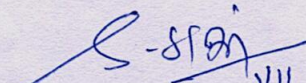
Dr. G. Shobarani
IQAC Coordinator



Dr. M. Renu
Principal

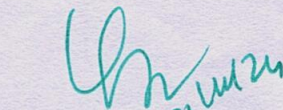
Action Taken Report for the meeting held on 04.11.2024

1. Updates on completed actions were presented to the members, and unresolved issues from the previous meeting were identified and are being worked on.
2. Departments were instructed to complete data collection for AQAR submission. The draft is under review, and submission to NAAC is scheduled for 31.12.2024.
3. Subcommittees for each NAAC criterion have been constituted. Orientation sessions were scheduled and successfully conducted to brief members on their roles and responsibilities.
4. Existing lab facilities have been reviewed. The proposal for upgrade plan and constructing a new lab has been approved by Management, and preliminary planning is underway. The procurement of additional digital resources for faculty and students is in progress.
5. Departments are actively compiling data for NIRF and AISHE submissions. Review meetings are scheduled to ensure data accuracy and completeness before the deadline.



Dr. G. Shobarani

IQAC Coordinator



Dr. M. Renu

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IWASC/IQAC/2024-2025/02

DATE: 02.09.2024

CIRCULAR

A meeting of the IQAC members will be held chaired by the IQAC Coordinator, in the IQAC room on 02.09.2024 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 previous meeting
2. Documents preparation pertaining to each criteria
3. Infrastructure Readiness
4. PPT Presentation of departments
5. Department Readiness
6. Schedule of PTV

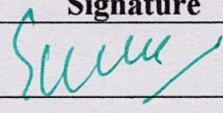
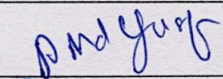
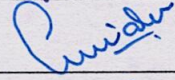
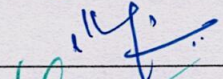
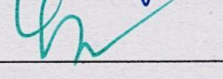
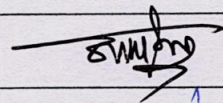
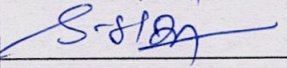

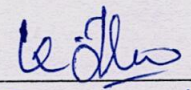
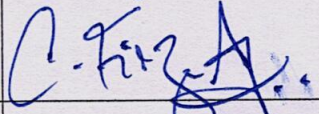
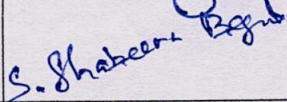
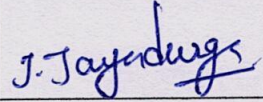
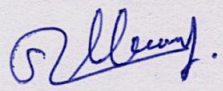
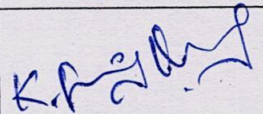
Dr.G.Shobarani

IQAC Coordinator

Dr.M.Renu

Principal

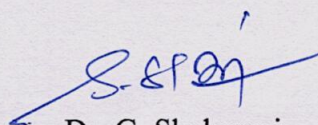
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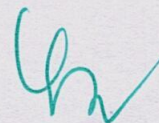
Minutes of the Meeting

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

1. The committee reviewed and confirmed the successful implementation of action items from the previous meeting.
2. Each department presented the current status of their documentation related to the established criteria. A timeline was set for finalizing all documents before the next review meeting.
3. The committee assessed the status of infrastructure readiness. Reports indicated that most improvements have been completed, including the installation of projectors.
4. Each department presented its PowerPoint slides outlining everything done by the department during the assessment period. The presentations were reviewed, and suggestions were provided to improve clarity and effectiveness.
5. The readiness of each department was evaluated in terms of curriculum implementation, faculty preparedness, and support services. Departments were asked to address identified gaps and prepare additional documentation as needed.
6. The schedule for the Peer Team Visit was reviewed and confirmed. The visit is scheduled to take place on September 25, 2024, and September 26, 2024, according to the communication received from the NAAC Office.



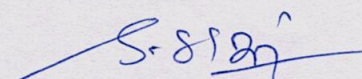
Dr. G. Shobarani
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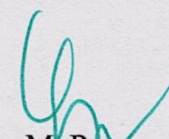


Dr. M. Renu
Principal

Action Taken Report for the meeting held on 02.09.2024

1. Tasks discussed in the previous meeting have been implemented.
2. Departments have finalized their documentation in accordance with the feedback received. A deadline has been established for all documents to be submitted for final review.
3. Most infrastructure upgrades have been completed.
4. Departments have refined their presentations based on the feedback provided. The final presentations have been reviewed.
5. Departments have addressed the identified gaps, and progress has been reviewed.
6. The committee is coordinating with NAAC, and preliminary plans and activities have been outlined.


Dr. G. Shobarani
IQAC Coordinator


Dr. M. Renu
Principal

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IWASC/IQAC/2024-2025/01

DATE: 20.06.2024

CIRCULAR

A meeting of the IQAC members will be held chaired by the IQAC Coordinator, in the IQAC room on 20.06.2024 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 previous meeting
2. Action Plan of each department 24-25
3. Discussion regarding DVV
4. Conduction of Certificate Courses
5. Projector's facility in all classes
6. Induction Program for the First Years
7. Academic Calendar
8. Reconstitution of Committees (if required)
9. Alumni Meet 24-25
10. Any other academic matter

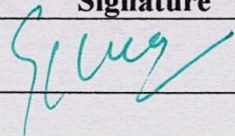
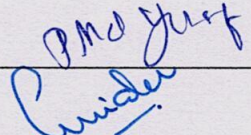
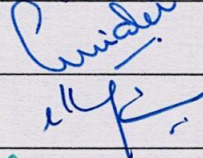
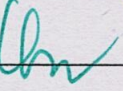
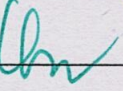
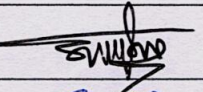
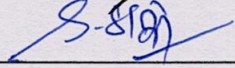

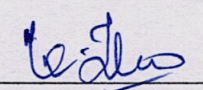
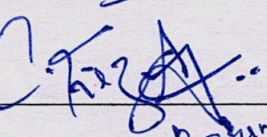
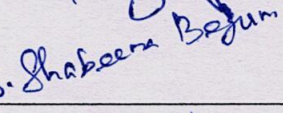
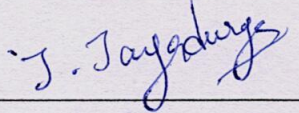
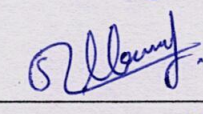
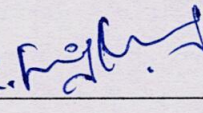
Dr. G. Shobarani

IQAC Coordinator

Dr. M. Renu

Principal

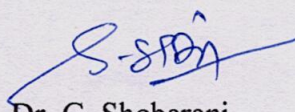
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Minutes of the Meeting

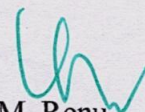
The following points were discussed and unanimously resolved by the members in attendance.

1. Reviewed and discussed the actions taken since the last meeting. Key updates and unresolved issues were noted.
2. Action plan for the academic year 2024-2025 has been presented. Plans were evaluated and feedback was provided to ensure alignment with institutional goals.
3. Discussed about the preparation and progress of the Data Validation and Verification (DVV). Responsibilities were assigned to review the documents.
4. Approved the introduction and scheduling of new certificate courses. Departments were asked to finalize course content and schedule.
5. IQAC recommended to install projectors in all classrooms.
6. Reviewed and approved the schedule and content for the induction program. The departments were asked to contribute to a comprehensive introduction for first-year students.
7. Review of academic calendar for the year 2024-2025 has taken place.
8. Discussed the need for reconstitution of committees. Decided to review existing committee structures and make necessary adjustments.
9. Planned the organization of the Alumni Meet for the academic year 2024-2025. Assigned tasks for coordination and outreach.
10. Opened the floor for additional points and suggestions. Addressed minor issues and upcoming events.



Dr. G. Shobarani

IQAC Coordinator

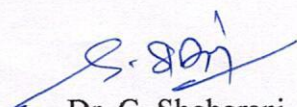


Dr. M. Renu

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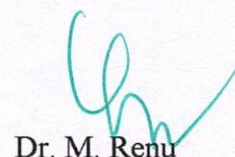
Action Taken Report for the meeting held on 20.06.2024

1. Implemented action items discussed in the last meeting.
2. Data Validation and Verification (DVV) was submitted to NAAC on 28.06.2024.
3. Introduction and scheduling of new certificate courses were approved.
4. Agreement reached to install projectors in all classrooms.
5. The schedule and content for the induction program were reviewed and approved.
6. The academic calendar for 2024-2025 was approved.
7. Reviewed current committee structures and identified the need for reconstitution. Accordingly the new committee has been constituted.
8. Planned to conduct Alumni Meet for 2024-2025 on 05.09.2024.



Dr. G. Shobarani

IQAC Coordinator



Dr. M. Renu

Principal