

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



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

ACADEMIC YEAR 2019-2020



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IWASC/IQAC/2019-2020/01

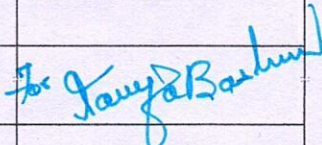
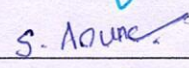
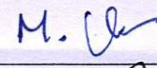
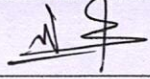
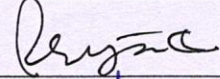
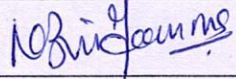
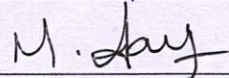
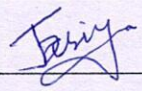
DATE: 18.06.2019 -

CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 18.06.2019 at 12.00 p.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

1. Action plan of IQAC for 2019-20
2. Academic Calendar 2019-2020
3. Bridge Course
4. Application for NIRF
5. Application for AISHE
6. Any other matter as required

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. R. Akhtar Begum	Principal	
2.	Ms. S. Aruna	IQAC Coordinator	
3.	Ms. M. Uma	Member	
4.	Ms. M. Arshiya Tarannum	Member	
5.	Ms. R. Priyadarshini	Member	
6.	Ms. M. S. Naziya Tasneem	Member	
7.	Ms. M. Aarthi	Member	
8.	Ms. Jasiya Ayman	Student Representative	



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Minutes of the Meeting – 18.06.2019

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

1. Action plan for 2019-2020 was drafted by the members of the IQAC and submitted for review.
2. The final draft of the Academic Calendar is unanimously approved and resolved to circulate before the end of the month.
3. Bridge Course that was conducted a day ago, on 17.06.2019, for the First year students of all the departments was discussed and few improvements to the methodology were recommended.
4. Resolved to register the institution for NIRF and upload the requisite data at the earliest.
5. Resolved to upload the institutional data for the year 2018-2019 at AISHE.

S. Mouneer

COORDINATOR

INTERNAL QUALITY ASSURANCE CELL

For *Tauqeer Bashir*
PRINCIPAL



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Action Taken Report for the Meeting held on 18.06.2019

1. Programs were conducted as per the proposal with few minor changes in the year 2019-20 based on the necessity and relevance of the proposed initiatives.
2. The Academic Calendar for the year 2019-2020 was distributed to the students in the last week of June.
3. Bridge Course for all the First year UG students was conducted from 17.06.2019.
4. The college was registered under the NIRF and the institutional data submitted on 22.11.2019.
5. The institutional data for the year 18-19 was submitted to AISHE on 19.01.2020.

S. Anuradha

Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2019-2020/02

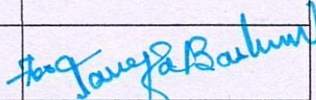
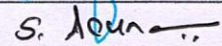
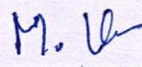
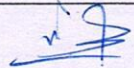
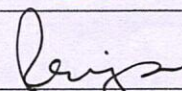
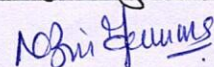
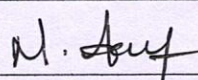
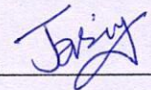
DATE: 05.07.2019 -

CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 05.07.2019 at 1.00 p.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

1. Minutes and Action taken report of the previous meeting
2. Parents-Teachers Meeting
3. Any other matter as required

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. R. Akhtar Begum	Principal	
2.	Ms. S. Aruna	IQAC Coordinator	
3.	Ms. M. Uma	Member	
4.	Ms. M. Arshiya Tarannum	Member	
5.	Ms. R. Priyadarshini	Member	
6.	Ms. M. S. Naziya Tasneem	Member	
7.	Ms. M. Aarthi	Member	
8.	Ms. Jasiya Ayman	Student Representative	



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Minutes of the Meeting – 05.07.2019

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

1. The Minutes of the previous meeting is placed before the cell for review and approval.
2. Resolved to conduct Parents-Teacher's Meeting on 12.07.2019 and feedback on the resources, facilities and services provided by the institution was solicited.
3. Resolved to conduct an initial meeting in the Auditorium with all the parents and staff in attendance, and later, direct the parents to individual classrooms where they can meet and discuss their wards performance with the teachers.
4. Data documentation of the events and the methodology to be followed is communicated and the same shall be circulated to all the faculty members.

S. Anu —

COORDINATOR

INTERNAL QUALITY ASSURANCE CELL

For *Tanya Bashir*
PRINCIPAL



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Action Taken Report for the Meeting held on 05.07.2019

1. Parents-Teacher's Meeting was conducted on 12.07.2019 and feedback on the resources, facilities and services provided by the institution were collected and analysed.
2. The principal addressed the parents in the Auditorium and later the parents were invited to the respective classrooms to discuss their wards' progress.
3. Data documentation of the events and the methodology to be followed was communicated to the faculty members.

S. Loun —

Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2019-2020/03

DATE: 06.10.2019 -

CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 06.10.2019 at 10.00 a.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

1. Minutes and Action taken report of the previous meeting
2. Internal Academic Audit
3. Any other matter as required

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. S. Jamuna	Principal	<i>[Signature]</i>
2.	Ms. S. Aruna	IQAC Coordinator	<i>S. Aruna</i>
3.	Ms. C. Firza Afreen	Member	<i>C. Firza Afreen</i>
4.	Ms. M. Uma	Member	<i>M. Uma</i>
5.	Ms. M. Arshiya Tarannum	Member	<i>[Signature]</i>
6.	Ms. R. Priyadarshini	Member	<i>Priya</i>
7.	Ms. M. S. Naziya Tasneem	Member	<i>Naziya Tasneem</i>
8.	Ms. M. Aarthi	Member	<i>M. Aarthi</i>
9.	Ms. Jasiya Ayman	Student Representative	<i>Jasiya</i>



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Minutes of the Meeting – 06.10.2019

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

1. The Minutes of the previous meeting is placed before the cell for review and approval.
2. Resolved to conduct the Internal Academic Audit for the year 2018-2019 on 08.10.2019 with Dr. Manjula B, Assistant Professor and Head, Department of Commerce (CA) and Dr. K. Indra, Department of Business Administration as Auditors.
3. Resolved to share the finalized file list to the various departments, clubs and committees in order to make the auditing process as orderly as possible.

S. Anur —
COORDINATOR

INTERNAL QUALITY ASSURANCE CELL

S. Jeyaraj
PRINCIPAL



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Action Taken Report for the Meeting held on 06.10.2019

1. The Internal Academic Audit for the year 2018-2019 was held on 08.10.2019 with Dr. Manjula B, Assistant Professor and Head, Department of Commerce (CA) and Dr. K. Indra, Department of Business Administration as Auditors.
2. The file list was circulated to the various departments, clubs and committees beforehand and it largely helped both the auditors and parties being audited arrive at a mutual state of clarity and enabled transparency during the process.

Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2019-2020/04

DATE: 30.11.2019 -

CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 30.11.2019 at 10.00 a.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

1. Minutes and Action taken report of the previous meeting
2. External Academic Audit
4. Any other matter as required

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. S. Jamuna	Principal	<i>[Signature]</i>
2.	Dr. C. Deepa	IQAC Coordinator	<i>[Signature]</i>
3.	Ms. C. Firza Afreen	Member	<i>[Signature]</i>
4.	Ms. M. Uma	Member	<i>[Signature]</i>
5	Ms. M. Arshiya Tarannum	Member	<i>[Signature]</i>
6	Ms. R. Priyadarshini	Member	<i>[Signature]</i>
7	Ms. M. S. Naziya Tasneem	Member	<i>[Signature]</i>
8	Ms. M. Aarthi	Member	<i>[Signature]</i>
9.	Ms. Jasiya Ayman	Student Representative	<i>[Signature]</i>



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Minutes of the Meeting -30.11.2019

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

1. The Minutes of the previous meeting is placed before the cell for review and approval.
2. Resolved to conduct the External Academic Audit for the year 2018-2019 and 2019-2020 on 08.12.2019 and 09.12.2019 with Dr. A. Liyakath Ali, Associate Professor and Head, PG & Research Department of Biochemistry, Islamiah College (A), Vaniyambadi and Dr. Major Syed Shahabudeen, Director, Non-Formal Education, Vaniyambadi Muslim Educational Society, Vaniyambadi, as External Auditors.
3. Resolved to train the newly appointed faculty to integrate modern teaching methodologies in their curriculum transaction.
4. Resolved to encourage the students to enrol in various clubs and committees including sports for their holistic development.

COORDINATOR

PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL



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Action Taken Report for the Meeting held on 30.11.2019

1. The External Academic Audit for the year 2018-2019 and 2019-2020 was held on 08.12.2019 and 09.12.2019 with Dr. A. Liyakath Ali, Associate Professor and Head, PG & Research Department of Biochemistry, Islamiah College (A), Vaniyambadi and Dr. Major Syed Shahabudeen, Director, Non-Formal Education, Vaniyambadi Muslim Educational Society, Vaniyambadi, as External Auditors.
2. The newly appointed faculty members were encouraged to integrate modern teaching methodologies in their curriculum transaction including the use of platforms like Google Classroom.
3. More number of students enrolled in various clubs and committees including sports during the year.

Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2019-2020/05

DATE: 06.01.2020 -

CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 06.01.2020 at 11.00 a.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

1. Minutes and Action taken report of the previous meeting
2. FDP on Revised Accreditation Framework
5. Any other matter as required

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. S. Jamuna	Principal	<i>[Signature]</i>
2.	Dr. C. Deepa	IQAC Coordinator	<i>[Signature]</i>
3.	Ms. C. Firza Afreen	Member	<i>[Signature]</i>
4.	Ms. M. Uma	Member	<i>[Signature]</i>
5.	Ms. M. Arshiya Tarannum	Member	<i>[Signature]</i>
6.	Ms. R. Priyadarshini	Member	<i>[Signature]</i>
7.	Ms. M. S. Naziya Tasneem	Member	<i>[Signature]</i>
8.	Ms. M. Aarthi	Member	<i>[Signature]</i>
9.	Ms. Jasiya Ayman	Student Representative	<i>[Signature]</i>



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Minutes of the Meeting -06.01.2020

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

1. The Minutes of the previous meeting is placed before the cell for review and approval.
2. Resolved to conduct an FDP on Revised Accreditation Framework with Dr. A. Liyakath Ali, Associate Professor and Head, PG & Research Department of Biochemistry, Islamiah College (A), Vaniyambadi and Dr. Major Syed Shahabudeen, Director, Non-Formal Education, Vaniyambadi Muslim Educational Society, Vaniyambadi, as Resource persons.
3. Resolved to hold career guidance programs and placement drives for the final year UG and PG students.

COORDINATOR

INTERNAL QUALITY ASSURANCE CELL

PRINCIPAL



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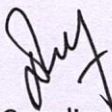
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Action Taken Report for the Meeting held on 06.01.2020

1. A Faculty Development Program on Revised Accreditation Framework with Dr. A. Liyakath Ali, Assistant Professor and Head, PG & Research Department of Biochemistry, Islamiah College (A), Vaniyambadi and Dr. Major Syed Shahabudeen, Director, Non-Formal Education, Vaniyambadi Muslim Educational Society, Vaniyambadi, as Resource persons.
2. Career guidance programs and placement drives were conducted for the final year UG and PG students.
 - a. On 09.02.2020 Career Guidance Program was organised in which Ms. Athira Rajeev, Soft Skill Trainer spoke to the students on 'Career in Banking Sector after Graduation'.
 - b. A Special Lecture on "Goal Strategies for Personal and Career Success" was held on 18th August 2019 with Dr. Freda Gnanaselvam, Principal of MMES Women's Arts and Science College, Melvisharam as resource person.
 - c. A career awareness program on the topic "Company secretary" was held with Mrs. Chithra Anantharam (Deputy Director Institute of Company Secretaries of India, Chennai).
 - d. A one day webinar on 30.5.20. **with** Mr. Gazali, Certified Career Global Coach from National Career Development Authority, USA as resource person speaking on the topic "Soft Skills and Life Skills"
 - e. A one day Training program on 'Employability Skills Development Training Program' in collaboration with UHET, VIT. 197 final year students participated which was dually conducted by Ms. Paviethra and Ms. Poorni of Focus Academy for Career Enhancement, Vellore.


Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2019-2020/06

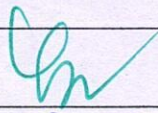
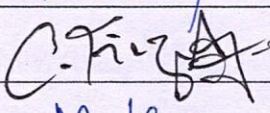
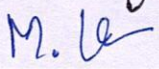
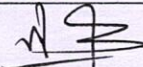
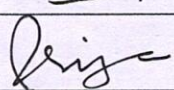
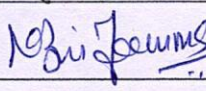
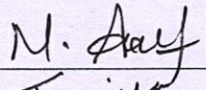
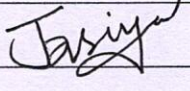
DATE: 05.02.2020 -

CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 05.02.2020 at 10.00 a.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

1. Minutes and Action taken report of the previous meeting
2. Book Reading Competition
3. Any other matter as required

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. M. Renu	Principal	
2.	Ms. D. Sudha	IQAC Coordinator	
3.	Ms. C. Firza Afreen	Member	
4.	Ms. M. Uma	Member	
5.	Ms. M. Arshiya Tarannum	Member	
6.	Ms. R. Priyadarshini	Member	
7.	Ms. M. S. Naziya Tasneem	Member	
8.	Ms. M. Aarthi	Member	
9.	Ms. Jasiya Ayman	Student Representative	



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Minutes of the Meeting -05.02.2020

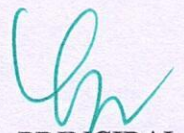
The following points were discussed and unanimously resolved by the members in attendance.

1. The Minutes of the previous meeting is placed before the cell for review and approval.
2. Resolved to conduct a book reading competition on 10.02.2020 in collaboration with the Department of Library for the students of all the departments.
3. Resolved to conduct remedial classes for the slow learners in the month following the publication of results especially in the departments that have shown less than satisfactory performance.



COORDINATOR

INTERNAL QUALITY ASSURANCE CELL



PRINCIPAL



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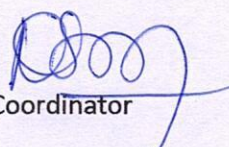
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Action Taken Report for the Meeting held on 05.02.2020

1. Book reading competition was held on 10.02.2020 in collaboration with the Department of Library for the students of all the departments. Students from both UG and PG departments actively took part in the event.
2. Remedial classes for the slow learners were conducted for two months in a few departments to help the slow learners overcome the difficulties they face their subjects they are most weak at.



Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2019-2020/07

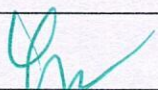
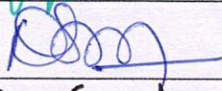
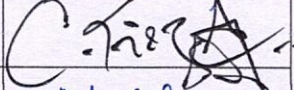
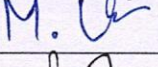
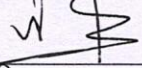
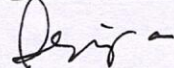
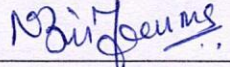
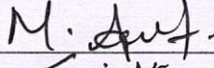
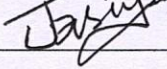
DATE: 13.02.2020 -

CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 13.02.2020 at 11.00 a.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

1. Minutes and Action taken report of the previous meeting
2. Workshop on Stress Management
3. Any other matter as required

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. M. Renu	Principal	
2.	Ms. D. Sudha	IQAC Coordinator	
3.	Ms. C. Firza Afreen	Member	
4.	Ms. M. Uma	Member	
5.	Ms. M. Arshiya Tarannum	Member	
6.	Ms. R. Priyadarshini	Member	
7.	Ms. M. S. Naziya Tasneem	Member	
8.	Ms. M. Aarthi	Member	
9.	Ms. Jasiya Ayman	Student Representative	



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Minutes of the Meeting -13.02.2020

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

1. The Minutes of the previous meeting is placed before the cell for review and approval.
2. Resolved to conduct a Workshop on Stress Management on 20.02.2020 with Dr. B. Mamjula, Assistant Professor and Head, Department of Commerce CA, for the non-teaching faculty.
3. Resolved to conduct additional value added courses to supplement the Curriculum and equip students with requisite skills to survive the evolving economy.

COORDINATOR

PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL



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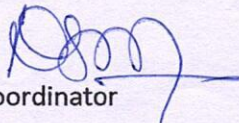
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Action Taken Report for the Meeting held on 13.02.2020

1. A Workshop on Stress Management was conducted on 20.02.2020 for the non-teaching staff of the college with Dr. B. Manjular, Assistant Professor and Head, Department of Commerce CA, Islamiah Women's Arts and Science College, Vaniyambadi.
2. Proposals for new and relevant value added courses were invited from all the departments and were tentatively planned to begin in the ensuing month.



Coordinator

Internal Quality Assurance Cell