

# **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  
10, By-Pass Road, Vaniyambadi – 635751; Phone: 04174 – 235266



## **INTERNAL QUALITY ASSURANCE CELL**

### **MINUTES OF MEETING**

**ACADEMIC YEAR 2018-2019**





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IWASC/IQAC/2018-2019/01

DATE: 18.06.2018 -

## CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 18.06.2018 at 1.00 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 2018-19
2. Preparation of the Academic Calendar 2018-2019
3. Bridge Course
4. Application for AISHE

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. R. Akhtar Begum	Principal	<i>Dr. R. Akhtar Begum</i>
2.	Ms. S. Aruna	IQAC Coordinator	<i>S. Aruna</i>
3.	Ms. A Zubedha Begum	Member	<i>A. Zubedha Begum</i>
4.	Ms. D. Sudha	Member	<i>D. Sudha</i>
5.	Ms. S. Deepalakshmi	Member	<i>S. Deepalakshmi</i>
6.	Ms. A. Hemavathy	Member	<i>A. Hemavathy</i>
7.	Ms. P. Uma Devi	Member	<i>P. Uma Devi</i>
8.	Ms. N. Nandhini	Student Representative	<i>N. Nandhini</i>
9.	Ms. Khanita Ayman	Alumni Representative	<i>Khanita Ayman</i>





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## Minutes of the Meeting – 18.06.2018

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

1. Action plan for 2018-2019 was drafted by the members of the IQAC and submitted for review.
2. Resolved to make the proposed final modifications to the Academic Calendar, print and distribute to the students within the fortnight.
3. Updates were given on the Bridge Course being conducted on the day for the First year students of all the departments.
4. Resolved to also register the institution for AISHE and upload the necessary data on its portal at the earliest

S. No. 10  
COORDINATOR

INTERNAL QUALITY ASSURANCE CELL

For Janyal Basu  
PRINCIPAL





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## **Action Taken Report for the Meeting held on 18.06.2018**

- Programs were conducted as per the proposal with few minor changes in the year 2018-19 based on the necessity and relevance of the proposed initiatives.
- The Academic Calendar for the year 2018-2019 was distributed to the students in the last week of June.
- Bridge Course for all the First year UG students was conducted on 18.06.2018.
- The institutional data for AISHE was submitted on 21.01.2019.

S. Anu  
Coordinator

Internal Quality Assurance Cell





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IWASC/IQAC/2018-2019/02

DATE: 16.08.2018 -

## CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 16.08.2018 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 for the previous meeting
2. FDP on Academic Writing
3. SDP & an FDP for fostering Mentor- Mentee relationship
4. SSR submission
5. Any other matter as may be necessary

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. R. Akhtar Begum	Principal	<i>To Janyal Bachud</i>
2.	Ms. S. Aruna	IQAC Coordinator	<i>S. Arun</i>
3.	Ms. A Zubedha Begum	Member	<i>A. Zubedha</i>
4.	Ms. D. Sudha	Member	<i>D. Sudha</i>
5.	Ms. S. Deepalakshmi	Member	<i>S. Deepalakshmi</i>
6.	Ms. A. Hemavathy	Member	<i>A. Hemavathy</i>
7.	Ms. P. Uma Devi	Member	<i>P. Uma Devi</i>
8.	Ms. N. Nandhini	Student Representative	<i>N. Nandhini</i>
9.	Ms. Khanita Ayman	Alumni Representative	<i>Kan Ayman</i>





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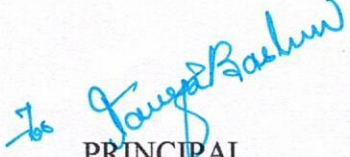
## Minutes of the Meeting – 16.08.2018

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

1. Minutes of the meeting held on 18.06.2018 and its Action Taken Report was presented to the Cell for review.
2. Resolved to conduct a Faculty Development Program on 'Academic Writing' with Dr. Maria Preethi Srinivasan, Associate Professor, PG & Research Department of English, Queen Mary's College, Chennai, as resource person on 27.08.2018 for the faculty of all the departments.
3. Resolved to conduct a Student Development/ Counselling Program on 'Stress Management in Young Adults' and a Faculty Development Program on 'Teacher as a Counsellor – Guidance and Counselling needs of Young Students' as a separate session for the faculty on 27.08.2018 with Dr. S. Sasikala, Associate Professor, Department of Psychology, University of Madras, Chennai, on 27.08.2018 as resource person.
4. Resolved to complete the SSR documentation and submit them by the month of September in the NAAC Portal.

S. Anu →

COORDINATOR

  
PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL





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## **Action Taken Report for the Meeting held on 16.08.2018**

- An FDP on Academic Writing was conducted on 27.08.2018 with Dr, Maria Preethi Srinivasan, Associate Professor, PG & Research Department of English, Queen Mary's College, Chennai, as resource person.
- Student Counselling Program on 'Stress Management for young Adults was organized in the morning session and another session on Teacher as a Counsellor – Goudance and Counselling Needs of Young Students was conducted on 27.08.2018 with Dr. S. Sasikala, Associate Professor, Department of Psychology, University of Madras, Chennai, as resource person.
- SSR was submitted on 03.10.2018.

S. Aoun

Coordinator

Internal Quality Assurance Cell





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IWASC/IQAC/2018-2019/03

DATE: 07.09.2018 -

## CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 07.09.2018 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 for the previous meeting
2. One Day National Workshop
3. FDP on Revised Accreditation Framework – NAAC
4. Any other matter as may be necessary

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. R. Akhtar Begum	Principal	
2.	Ms. S. Aruna	IQAC Coordinator	
3.	Ms. A Zubedha Begum	Member	
4.	Ms. D. Sudha	Member	
5.	Ms. S. Deepalakshmi	Member	
6.	Ms. A. Hemavathy	Member	
7.	Ms. P. Uma Devi	Member	
8.	Ms. N. Nandhini	Student Representative	
9.	Ms. Khanita Ayman	Alumni Representative	





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## Minutes of the Meeting – 07.09.2018

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

1. Minutes of the meeting held on 16.08.2018 and its Action Taken Report was presented to the Cell for review.
2. Resolved to conduct a One day National Level Workshop on NAAC Accreditation Framework on 8<sup>th</sup> September 2018 with Dr. Seema, Coordinator in NAAC at All India Level, Master Facilitator in HRD, Master Facilitator in Total Quality Management, Trainer at ATI, Mysore in Administration of Colleges and JD Office as resource person.
3. Resolved to conduct a National Seminar on Revised Accreditation Framework with Mr. B.S. Ponmudiraj, Deputy Advisor, NAAC, Bangalore, as resource person on 26.10.2018.
4. Issues pertaining to documentation processes for SSR and AISHE were discussed and resolved.

*S. Anu*  
COORDINATOR

*For Janyal Bashir*  
PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL





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## **Action Taken Report for the Meeting held on 07.09.2018**

1. A One day Workshop on NAAC Accreditation Framework was held on 08.09.2018 with Dr. Seema, Coordinator in NAAC at All India Level, Master Facilitator in HRD, Master Facilitator in Total Quality Management, Trainer at ATI, Mysore in Administration of Colleges and JD Office as resource person for the Teaching Faculty.
2. A Seminar on Revised Accreditation Framework was organised with Mr. B.S. Ponmudiraj, Deputy Advisor, NAAC, Bangalore, as resource person on 26.10.2018.

S. Arun ..

Coordinator

Internal Quality Assurance Cell





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IWASC/IQAC/2018-2019/04

DATE: 08.10.2018 -

## CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 08.10.2018 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 for the previous meeting
2. Workshop on Research
3. Awareness Program on Green Energy/ Installation of Solar Power Plant
4. Tree Plantation Program
5. Health and Fitness Program (Faculty)
6. FDP on Pedagogy
7. Any other matter as may be necessary

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. R. Akhtar Begum	Principal	For Javeya Bashir
2.	Ms. S. Aruna	IQAC Coordinator	S. Aruna
3.	Ms. A Zubedha Begum	Member	A. Zubedha
4.	Ms. D. Sudha	Member	D. Sudha
5.	Ms. S. Deepalakshmi	Member	Deepalakshmi
6.	Ms. A. Hemavathy	Member	A. Hemavathy
7.	Ms. P. Uma Devi	Member	P. Uma Devi
8.	Ms. N. Nandhini	Student Representative	N. Nandhini
9.	Ms. Khanita Ayman	Alumni Representative	Khanita Ayman





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## Minutes of the Meeting – 08.10.2018

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

1. Minutes of the meeting held on 07.09.2018 and its Action Taken Report was presented to the Cell for review.
2. Resolved to organize a workshop on 'How to Carry out Research in Applied Sciences' with Dr. S. Qazi Azher, MD, Michigan State Medical University, USA, on 16.10.2018 for the faculty of Sciences.
3. Resolved to conduct an Awareness program on Green Energy with Dr. M. Valarmathi, RJD, Directorate of Collegiate Education, Vellore, and Thiru K. Kandasamy, Managing Director, ENSUN Energy Systems Pvt. Ltd, Erode, as resource persons on 04.11.2018.
4. Resolved to inaugurate the Solar Power plant after the Awareness Program on 04.11.2018. The installation of the panels should be completed in a week.
5. Resolved to conduct Tree Plantation Drive with the support of officials from the Forest Office both within the campus and at the adopted village Nekkundhi in the month of February.
6. Resolved to conduct a Health and Fitness Program alongside an International Seminar on 'Subconscious Mind in Self-Development' on 20.12.2018 with Kyoshi Dr. H. Balachandar, Black Belt, Japan, and Founder of All India Goju-issin Kai Karate do Federation, Chennai, and Tr. Parameswary Periasamy, Practitioner, Clinical Hypnosis, The London College of Clinical Hypnosis, Asia and Certified Counselor, Malaysia, as resource persons.
7. Resolved to conduct an FDP on 'Effective Involvement of Students in Learning Process' with Ms. Parameswary Periasamy, Practitioner, Clinical Hypnosis, The London College of Clinical Hypnosis, Asia and Certified Counselor, Malaysia, on 20.10.2018, as resource person.

S. Anur —

COORDINATOR

*S. Anur*  
PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL





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## Action Taken Report for the Meeting held on 08.10.2018

1. Organized a workshop on 'How to Carry out Research in Applied Sciences' with Dr. S. Qazi Azher, MD, Michigan State Medical University, USA, on 16.10.2018 for the faculty of Sciences.
2. An Awareness program on Green Energy with Dr. M.Valarmathi, RJD, Directorate of Collegiate Education, Vellore, and Thiru K. Kandasamy, Managing Director, ENSUN Energy Systems Pvt. Ltd, Erode, as resource persons on 04.11.2018 was organized.
3. The Management had installed a Solar Power Plant of 25 KW which was inaugurated on 04.11.2018.
4. Tree Plantation Drive was organized by the NSS with the support of officials from the Forest Office within the college and at Nekkundhi from 04.02.2019 and 11.02.2019.
5. Health and Fitness Program was organized alongside an International Seminar on 'Subconscious Mind in Self-Development' on 20.12.2018 with Kyoshi Dr. H. Balachandar, Black Belt, Japan, and Founder of All India Goju-issin Kai Karate do Federation, Chennai, and Tr. Parameswary Periasamy, Practitioner, Clinical Hypnosis, The London College of Clinical Hypnosis, Asia and Certified Counselor, Malaysia, as resource persons.
6. An FDP on Effective Involvement of Students in Learning Process with Ms. Parameswary Periasamy, Practitioner, Clinical Hypnosis, The London College of Clinical Hypnosis, Asia and Certified Counselor, Malaysia, as resource person was organized on 20.10.2018.

S. Joun

Coordinator

Internal Quality Assurance Cell





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IWASC/IQAC/2018-2019/05

DATE: 02.01.2019 -

## CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 02.01.2019 at 12.00 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 for the previous meeting
2. Awareness Program on Depression, Eating Disorders and Healthy Food Practices
3. Teaching and Research oriented FDP
4. Research Tools for Social Sciences
5. Any other matter as may be necessary

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. R. Akhtar Begum	Principal	<i>For Prof. Akhtar Begum</i>
2.	Ms. S. Aruna	IQAC Coordinator	<i>S. Aruna</i>
3.	Ms. A Zubedha Begum	Member	<i>A. Zubedha</i>
4.	Ms. D. Sudha	Member	<i>D. Sudha</i>
5.	Ms. S. Deepalakshmi	Member	<i>S. Deepalakshmi</i>
6.	Ms. A. Hemavathy	Member	<i>A. Hemavathy</i>
7.	Ms. P. Uma Devi	Member	<i>P. Uma Devi</i>
8.	Ms. N. Nandhini	Student Representative	<i>N. Nandhini</i>
9.	Ms. Khanita Ayman	Alumni Representative	<i>Khanita Ayman</i>





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## Minutes of the Meeting – 02.01.2019

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

1. Minutes of the meeting held on 08.10.2018 and its Action Taken Report was presented to the Cell for review.
2. Resolved to conduct an Awareness Program on 'Depression, Eating Disorders and Healthy Food Practices' with Ms. Asma Tabassum, Psychologist, Chennai as resource person on 08.01.2019 for teachers, students and their parents.
3. Resolved to conduct an FDP on 'International Standards in Teaching, Learning and Research' with Dr. Nor Faridah Abdul Manaf, Deputy Rector, Internationalisation and Global Network, International Islamic University Malaysia, (IIUM) Gumbak Campus, Malaysia, as resource person on 17.02.2019 for faculty of all the departments.
4. Resolved to organise a Two Day Workshop on Statistical Package for Social Science (SPSS) with Dr. Tirupathi T, Assistant Professor and Head, PG & Research Department of Commerce, Government Arts College (A), Salem, as resource person on 27<sup>th</sup> and 28<sup>th</sup> April 2018.

S. Jouna  
COORDINATOR

Dr. Janyal Basimul  
PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL





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## Action Taken Report for the Meeting held on 02.01.2019

1. An Awareness Program on 'Depression, Eating Disorders and Healthy Food Practices' was organised for teachers, students and their parents with Ms. Asma Tabassum, Psychologist, Chennai as resource person on 08.01.2019.
2. An FDP on 'International Standards in Teaching, Learning and Research' was organised with Dr. Nor Faridah Abdul Manaf, Deputy Rector, Internationalisation and Global Network, International Islamic University Malaysia, (IIUM) Gumbak Campus, Malaysia, as resource person on 17.02.2019 for the faculty of all the departments.
3. A Two Day Workshop on 'Statistical Package for Social Science (SPSS)' was held on 27<sup>th</sup> and 28<sup>th</sup> April 2018 with Dr. Tirupathi T, Assistant Professor and Head, PG & Research Department of Commerce, Government Arts College (A), Salem as resource person.

*S. Anurag*  
Coordinator

Internal Quality Assurance Cell