

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 2020-2021



ISLAMIAH WOMEN'S ARTS & SCIENCE COLLEGE

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

IWASC/IQAC/2020-2021/01

DATE: 01.06.2020 -

CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 01.06.2020 at 12.00 p.m. via Google Meet. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

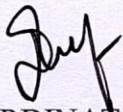
1. Action plan of IQAC for 2020-21
2. Academic Calendar 2020-2021
3. Awareness on COVID 19
4. Any other matter as required

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. M. Renu	Principal	
2.	Dr. C. Deepa	IQAC Coordinator	
3.	Ms. Sudha	Member	
4.	Ms. Firza Afreen C	Member	
5.	Ms. Nagasudha	Member	
6.	Ms. Shazia Saqulain	Member	
7.	Ms. Naziya Tasneem M S	Member	
8.	Ms. Uma	Member	
9.	Ms. Aarthy	Member	
10.	Ms. M. Arshiya Tarannum	Member	
11.	Ms. Sadiya Sarvath	Member	


Minutes of the Meeting – 01.06.2020

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

1. Action plan for 2020-2021 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 be distributed before the end of the month.
3. Resolved to conduct an awareness program on COVID 19, 'Panic in the Time of Pandemic' on 13.06.2020 at 11.00 a.m. with Dr. M. F. Valan, Assistant Professor, Loyola College, Chennai, as resource person.
4. Bridge Course for the first year students is scheduled to be conducted in the online mode at the commencement of the academic year 2020-2021.



COORDINATOR

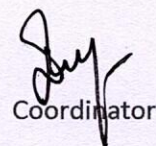


PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report for the Meeting held on 01.06.2020

1. Programs were conducted as per the proposal with few minor changes in the year 2020-21 based on the necessity and relevance of the proposed initiatives.
2. The Academic Calendar for the year 2020-2021 was distributed to the students in the last week of June.
3. An awareness program was conducted on Covid-19, 'Panic in the Time of Pandemic' on 13.06.2020 at 11.00 a.m. with Dr. M. F. Valan, Assistant Professor, Loyola College, Chennai.
4. Bridge Course for all the First year UG students was conducted via online starting from 04.09.2020 to 10.09.2020 from 9.00 a.m. to 2.40 a.m.



Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2020-2021/02

DATE: 09.06.2020 -

CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 09.06.2020 at 11.00 a.m. via Google Meet. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

1. Minutes of the previous meeting
2. Webinar on Product and Diffusion Theory
3. Any other matter as required

S. No.	Members	DESIGNATION	SIGNATURE
1.	Dr. M. Renu	Principal	
2.	Dr. C. Deepa	IQAC Coordinator	
3.	Ms. Sudha	Member	
4.	Ms. Firza Afreen C	Member	
5.	Ms. Nagasudha	Member	
6.	Ms. Shazia Saqulain	Member	
7.	Ms. Naziya Tasneem M S	Member	
8.	Ms. Uma	Member	
9.	Ms. Aarthi	Member	
10.	Ms. M. Arshiya Tarannum	Member	
11.	Ms. Sadiya Sarvath	Member	

Minutes of the Meeting – 09.06.2020

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

1. The minutes of the previous meeting was presented for review to the members of the Cell.
2. Resolved to conduct a Webinar on Product and Diffusion Theory on 17.06.2020 at 11.00 a.m. with Dr. Sridharan A, Professor, School of Business Studies and Social Sciences, Christ University, Bengaluru as resource person.
3. Resolved to postpone the execution of the Action Plan 2020-2021 for after the lockdown period.


COORDINATOR


PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report for the Meeting held on 09.06.2020

1. A Webinar on Product and Diffusion Theory was conducted on 17.06.2020 at 11.00 a.m. with Dr. Sridharan A, Professor, School of Business Studies and Social Sciences, Christ University, Bengaluru as resource person over Google Meet.
2. The programs designed for quality initiatives are for now planned to be conducted in the virtual mode.



Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2020-2021/03

DATE: 10.06.2020 -

CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 10.06.2020 at 10.00 a.m. via Google Meet. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

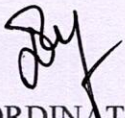
1. Minutes of the previous meeting
2. Webinar on IPR for students and faculty
3. Any other matter as required

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. M. Renu	Principal	
2.	Dr. C. Deepa	IQAC Coordinator	
3.	Ms. Sudha	Member	
4.	Ms. Firza Afreen C	Member	
5.	Ms. Nagasudha	Member	
6.	Ms. Shazia Saqulain	Member	
7.	Ms. Naziya Tasneem M S	Member	
8.	Ms. Uma	Member	
9.	Ms. Aarthy	Member	
10.	Ms. M. Arshiya Tarannum	Member	
11.	Ms. Sadiya Sarvath	Member	

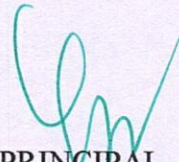
Minutes of the Meeting – 10.06.2020

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

1. The minutes of the previous meeting was presented for review to the members of the Cell.
2. Resolved to conduct a Webinar on Intellectual Property Rights on 14.06.2020 at 11.00 a.m. with Dr. M. Leeladharan, Assistant Professor, Pondicherry University, as resource person.
3. Documentation of the scheduled program along with the previous events conducted under IQAC was discussed and responsibilities assigned to various members.



COORDINATOR



PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report for the Meeting held on 10.06.2020

1. A Webinar on Intellectual Property Rights was conducted on 14.06.2020 at 11.00 a.m. with Dr. M. Leeladharan, Assistant Professor, Pondicherry University as resource person via Google Meet with over 130 participants in attendance.
2. The following aspects of documentation were covered – Program proposal, Invitation, Registration, Agenda, Participation lists, Feedback, Certificates, reports and photos.



Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2020-2021/04

DATE: 15.06.2020 -

CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 15.06.2020 at 10.00 a.m. via Google Meet. All the members of the IQAC are requested to attend the meeting with the necessary data,

AGENDA

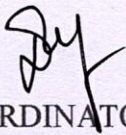
1. Minutes of the previous meeting
2. Webinar on Marketing for students of Business Administration
3. Any other matter as required

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. M. Renu	Principal	
2.	Dr. C. Deepa	IQAC Coordinator	
2.	Ms. Firza Afreen C	Member	
3.	Ms. Nagasudha	Member	
4.	Ms. Shazia Saqulain	Member	
5	Ms. Naziya Tasneem M S	Member	
6	Ms. Uma	Member	
7	Ms. Aarthi	Member	
8	Ms. Arshiya Tarannum M	Member	
9	Ms. Priyadarshini	Member	

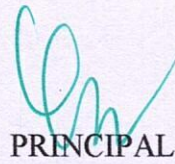
Minutes of the Meeting – 15.06.2020

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

1. The minutes of the previous meeting was presented for review to the members of the Cell.
2. Resolved to conduct a Webinar on Marketing in Current Scenario on 23.06.2020 at 11.00 a.m. with Dr. J. Joshua Selvakumar, Associate Professor, PSG College of Technology as resource person.
3. Resolved to promote requisite measures and precautions to prevent the spread of COVID 19



COORDINATOR

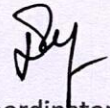


PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report for the Meeting held on 15.06.2020

1. A Webinar on 'Marketing in Current Scenario' was conducted on 23.06.2020 at 11.00 a.m. with Dr. J. Joshua Selvakumar, Associate Professor, PSG College of Technology as resource person.
2. In all the programs and events, students are advised to take precautionary measures to curtail the spread of the virus.



Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2020-2021/05

DATE: 17.06.2020 -

CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 17.06.2020 at 11.00 a.m. via Google Meet. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

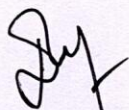
1. Minutes of the previous meeting
2. Webinar on IKIGAI – The Secret of Long and Happy Life
3. Any other matter as required

S. No.	Members	DESIGNATION	SIGNATURE
1.	Dr. M. Renu	Principal	
2.	Dr. C. Deepa	IQAC Coordinator	
2.	Ms. Firza Afreen C	Member	
3.	Ms. Nagasudha	Member	
4.	Ms. Shazia Saqulain	Member	
5	Ms. Naziya Tasneem M S	Member	
6	Ms. Uma	Member	
7	Ms. Aarthi	Member	
8	Ms. Arshiya Tarannum M	Member	
9	Ms. Priyadarshini	Member	

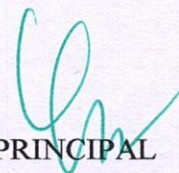
Minutes of the Meeting – 17.06.2020

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

1. The minutes of the previous meeting was presented for review to the members of the Cell.
2. Resolved to conduct a webinar on 'IKIGAI – The Secret of Long and Happy Life' on 22.06.2020 at 4.00 p.m. with Mr. Aravind Mani, Freelance Trainer, as resource person.
3. Resolved to encourage a healthy lifestyle attitude in our students and faculty through necessary mediation via motivating and inspiring sessions online.



COORDINATOR




PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report for the Meeting held on 17.06.2020

1. A webinar was organised on IKIGAI – The Secret of Long and Happy Life on 22.06.2020 at 4.00 p.m. with Mr. Aravind Mani, Freelance Trainer, as resource person.
2. In all the programs and events, students are advised to make healthy lifestyle choices and adhere to pandemic protocol.


Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2020-2021/06

DATE: 18.06.2020 -

CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 18.06.2020 at 11.00 a.m. via Google Meet. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

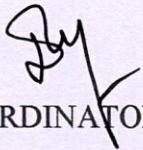
1. Minutes of the previous meeting
2. Motivational session for students
3. Any other matter as required

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. M. Renu	Principal	
2.	Dr. C. Deepa	IQAC Coordinator	
2.	Ms. Firza Afreen C	Member	
3.	Ms. Nagasudha	Member	
4.	Ms. Shazia Saqulain	Member	
5	Ms. Naziya Tasneem M S	Member	
6	Ms. Uma	Member	
7	Ms. Aarthy	Member	
8	Ms. Arshiya Tarannum M	Member	
9	Ms. Priyadarshini	Member	

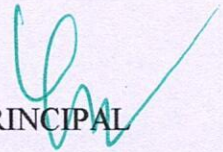
Minutes of the Meeting – 18.06.2020

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

1. The minutes of the previous meeting was presented for review to the members of the Cell.
2. Resolved to conduct a webinar on 'Intrinsic Motivation Skills' on 25.06.2020 at 1.00 p.m. with Ms. Remya, QC& T Manager, Sri Ramakrishna Hospital, Coimbatore, as resource person.
3. Resolved to encourage a healthy lifestyle attitude in our students and faculty through necessary mediation via motivating and inspiring sessions online.



COORDINATOR



PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report for the Meeting held on 18.06.2020

1. A webinar was organised on Intrinsic Motivation Skills on 25.06.2020 at 1.00 p.m. with Ms. Remya, QC& T Manager, Sri Ramakrishna Hospital, Coimbatore, as resource person.
2. In all the programs and events, students are advised to make healthy lifestyle choices and adhere to pandemic protocol.



Coordinator

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IWASC/IQAC/2020-2021/07

DATE: 19.06.2020 -

CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 19.06.2020 at 11.00 a.m. via Google Meet. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

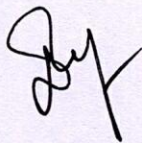
1. Minutes of the previous meeting
2. Preparation of Academic Calendar
3. Online Quiz for Faculty
4. Any other matter as required

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. M. Renu	Principal	
2.	Dr. C. Deepa	IQAC Coordinator	
2.	Ms. Firza Afreen C	Member	
3.	Ms. Nagasudha	Member	
4.	Ms. Shazia Saqulain	Member	
5	Ms. Naziya Tasneem M S	Member	
6	Ms. Uma	Member	
7	Ms. Aarthi	Member	
8	Ms. Arshiya Tarannum M	Member	
9	Ms. Priyadarshini	Member	

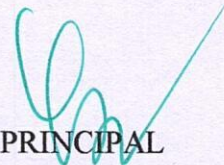
Minutes of the Meeting – 19.06.2020

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

1. The minutes of the previous meeting was presented for review to the members of the Cell.
2. Resolved to prepare and distribute the Academic Calendar for 20-21 before the first weekend post commencement.
3. Resolved to conduct an Online Quiz on 'Revised Accreditation Framework of NAAC' in the month of June for the faculty members.



COORDINATOR

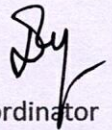


PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report for the Meeting held on 19.06.2020

1. The Academic Calendar has been prepared for 20-21 and awaits the official commencement of the regular working hours of the college in the offline mode.
2. Online Quiz conducted on Revised Accreditation Framework of NAAC in the month of June for the faculty.



Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2020-2021/08

DATE: 25.06.2020 -

CIRCULAR

A meeting of the members of the IQAC will be held chaired by the IQAC Coordinator, on 25.06.2020 at 10.00 a.m. via Google Meet. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

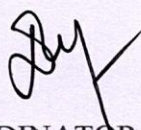
1. Minutes of the previous meeting
2. FDP on Online Teaching for Faculty members
3. Any other matter as required

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. M. Renu	Principal	
2.	Dr. C. Deepa	IQAC Coordinator	
2.	Ms. Firza Afreen C	Member	
3.	Ms. Nagasudha	Member	
4.	Ms. Shazia Saqulain	Member	
5	Ms. Naziya Tasneem M S	Member	
6	Ms. Uma	Member	
7	Ms. Aarthi	Member	
8	Ms. Arshiya Tarannum M	Member	
9	Ms. Priyadarshini	Member	

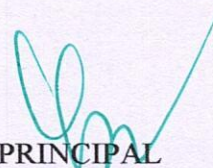
Minutes of the Meeting – 25.06.2020

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

1. The minutes of the previous meeting was presented for review to the members of the Cell.
2. Resolved to conduct an FDP on 'Pedagogical Tools for Effective Online Teaching' on 29.06.2020 and 30.06.2020 at 11.00 a.m. on both days with Dr. E. Subalakshmi, Asst. Professor & Dr. M. Hemasundar, Asst. Professor, Agurchand Manmull Jain College, Chennai as resource persons.



COORDINATOR




PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report for the Meeting held on 25.06.2020

1. An FDP on Pedagogical Tools for Effective Online Teaching was organised on 29.06.2020 and 30.06.2020 at 11.00 a.m. on both days with Dr. E. Subalakshmi, Asst. Professor & Dr. M. Hemasundar Asst. Professor, Agurchand Manmull Jain College, Chennai as resource persons.


Coordinator

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IWASC/IQAC/2020-2021/9

DATE: 1.10.2020

CIRCULAR

A meeting of the IQAC members will be held at 1.20 p.m. chaired by Ms. D. Sudha, IQAC Coordinator in Room L01 on 1.10.20. All the members are requested to attend the meeting with the necessary data.

AGENDA

1. Resource Person & Topic for Workshop
2. Allotment of duties
3. Any other points.

S.No.	Members	DESIGNATION	SIGNATURE
1.	Ms. Sudha D	IQAC Coordinator	
2.	Ms. Firza Afreen C	Member	
3.	Ms. Nagasudha	Member	
4.	Ms. Shazia Saqulain	Member	
5.	Ms. Naziya Tasneem M S	Member	
6.	Ms. Uma	Member	
7.	Ms. Aarthy	Member	
8.	Ms. Arshiya Tarannum M	Member	
9.	Ms. Priyadarshini	Member	

Minutes of the Meeting - 01.10.2020

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

- Resolved to conduct a two day Workshop on **Teaching with Teams** on 8.10.20 and 9.10.20 in the Islamiah College (A) Campus with Dr. Kavitha, Principal, Al – Huda Matriculation School, Vaniyambadi as the Resource person.
- Resolved that the workshop would be held in 4 batches with 4 department faculty members attending one session at a time in the Commerce Lab over two days.
- The following duties were assigned to the members for effective execution of the program-
 - Certificate, attendance and appreciation letters will be handled by Ms. Uma
 - Invitation and photo shall be handled by Ms. Nagasudha
 - Programme agenda & circular shall be handled by Ms. Shazia Saqulain
 - Welcome address by Ms. Sudha and Vote of Thanks by Ms. Firza
 - Presidential address will be delivered by Principal, Dr. M. Renu.
 - Feedback form shall be drafted by Ms. Arshiya
 - Reception, refreshment and Stage management shall be taken care of by Ms. Aarthy, Ms. Naziya and Ms. Uma.
 - Program shall be hosted by Ms. Arshiya and prayer by Ms. Shazia Saqulain.


PRINCIPAL

Action Taken Report for the Meeting held on 01.10.2020

- A two day Workshop on 'Teaching with Teams' was held on 8.10.20 and 9.10.20 in the Islamiah College (A) Campus with Dr. Kavitha, Principal, Al – Huda Matriculation School, Vaniyambadi as the Resource person.
- Further sessions were planned and the various issues arising pertaining to the online classes were resolved and more permanent solutions to fix some of these problems were recommended including online videos and other online apps besides Teams like Google Meet, Cisco WebEx and Zoom.



Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2020-2021/10

DATE: 18.01.2021

CIRCULAR

A meeting of the IQAC members will be held at 1.20 p.m. chaired by Ms. D. Sudha, IQAC Coordinator in the Library on 18.01.2021. All the members are requested to attend the meeting with the necessary data.

AGENDA

1. Workshop
2. Topic
3. Resource Person
4. Allotment of duties
5. Venue and Time
6. Any other points.

S.No.	Members	DESIGNATION	SIGNATURE
1.	Ms. Sudha D	IQAC Coordinator	
2.	Ms. Firza Afreen C	Member	
3.	Ms. Nagasudha	Member	
4.	Ms. Shazia Saqulain	Member	
5.	Ms. Naziya Tasneem M S	Member	
6.	Ms. Uma	Member	
7.	Ms. Aarthy	Member	
8.	Ms. Arshiya Tarannum M	Member	
9.	Ms. Priyadarshini	Member	

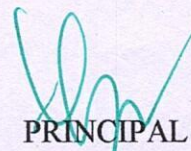
Minutes of the Meeting - 18.01.2021

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

- Resolved to conduct a one day Workshop on **Attitude Skills for Success in Work and Life** on 23.01.21 in the seminar Hall at 11:00 AM.
- Dr S. S. Krishna Kumar, General Manager, TVS Motor Company, Hosur will be the resource person for the workshop.
- The following duties were assigned to the members for effective execution of the program-
 - Banner, certificate, attendance and appreciation letters will be handled by Ms. Firza Afreen.
 - Invitation and photo shall be handled by Ms. Nagasudha
 - Programme agenda, circular shall be handled by Ms. Shazia Saqulain
 - Welcome address by Ms. Sudha and Vote of Thanks by Ms. Firza
 - Special address will be delivered by Principal, Dr. M. Renu.
 - Feedback form shall be drafted by Dr. B. Manjula.
 - Reception, refreshment and Stage management shall be taken care of by Ms. Aarthy, Ms. Naziya and Ms. Uma.
 - Program shall be hosted by Ms. Arshiya and prayer by one of the students from B.COM CA.



COORDINATOR



PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report for the Meeting held on 18.01.2021

- A One day Workshop on 'Attitude Skills for Success in Work and Life' was conducted on 23.01.21 in the seminar Hall at 11:00 a.m. Dr S. S. Krishna Kumar, General Manager, TVS Motor Company, Hosur was the resource person for the workshop.



Coordinator

Internal Quality Assurance Cell



ISLAMIAH WOMEN'S ARTS & SCIENCE COLLEGE

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

IWASC/IQAC/2020-2021/11

DATE: 21.01.2021

CIRCULAR

A meeting of the IQAC members will be held at 1.20 p.m. chaired by Dr. M. Renu, Principal IWASC in the Principal's chamber on 21.01.2021. All the members are requested to attend the meeting with the necessary data.

AGENDA

1. Minutes of previous meeting
2. Webinar – 25th Jan
3. Webinar – 27th Jan
4. FDP – 3rd Feb
5. Webinar – 21st Feb
6. Any Other points.

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. M. Renu	Principal	
2.	Ms. Sudha D	IQAC Coordinator	
3.	Ms. Firza Afreen C	Member	
4.	Ms. Nagasudha	Member	
5.	Ms. Shazia Saqulain	Member	
6.	Ms. Naziya Tasneem M S	Member	
7.	Ms. Uma	Member	
8.	Ms. Aarthy	Member	
9.	Ms. Arshiya Tarannum M	Member	

Minutes of the Meeting - 21.01.2021


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

- The minutes of previous meeting was presented to the committee for approval.
- Action taken report was presented which comprised of the workload assessment, documents and correspondence of the event to be organized on 23.01.21.
- Resolved to conduct a one day Workshop on **Importance of Accounting Tools for Commerce** on 25.01.21 in Google Meet at 10.30 AM. Mr. Joel Andrew, Managing Director, Karam's I-Tech Solutions, Coimbatore will be the resource person for the webinar.
- Resolved to conduct a one day Workshop on **Online Learning - A Boon or Curse?** on 27.01.21 in Google Meet at 3.00PM. Dr. Shivani Nigam, Associate Professor, Silicon City College, Bengaluru will be the resource person for the webinar.
- Deliberated upon conducting an FDP on 3.2.21 with Dr. Shahul Hameed, VIT University, Vellore, as Resource Person.
- Planned to conduct a webinar on 21.2.21 with Ms. Remya, Quality Manager, Ramachandra Management Institute, Coimbatore, as Resource Person.
- The following duties were assigned to the members for effective execution of the programs-
 - Invitation shall be designed by Ms. Nagasudha
 - Requisition/ invitation mail and circular shall be handled by Ms. Shazia Saqlain
 - Welcome address will be given by Ms. Arshiya, Introductory profile by Ms. Shazia Saqlain and Vote of Thanks by Ms. Naziya Tasneem
 - Special address will be delivered by Principal, Dr. M. Renu.
 - Registration and Feedback link to be created by Ms. Firza Afreen
 - Attendance certificate by Ms. Aarthy
 - Documentation by Ms. Uma.
 - Program shall be hosted by Ms. Arshiya and prayer by one of the students.
 - Ms. Shabeena shall handle the correspondence and Ms. Samiya Mukhtar will provide technical assistance.


PRINCIPAL

Action Taken Report for the Meeting held on 21.01.2021

- A workshop on 'Accounting Tools for Commerce' was conducted on 25.01.2021 with Mr. Joel M Andrew, MD, Karams i Tech Solutions, Coimbatore as resource person.
- A webinar on 'Online learning – A Boon or Curse' was organised on 27.01.2021 with Dr. Shivani Nigam, Assistant Professor, Silicon City College, Bangalore as resource person.



Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2020-2021/12

DATE:01.02.2021

CIRCULAR

A meeting of the IQAC members will be held at 9.50a.m. chaired by Dr. M. Renu, Principal IWASC in the Principal's chamber on 01.02.2021. All the members are requested to attend the meeting with the necessary data.

AGENDA

1. Minutes of previous meeting
2. 2nd Feb FDP:
3. RP& Topic for 4th webinar
4. Documentation – programs
5. Webinar 6th Feb – Tentative
6. Any Other points.

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. M. Renu	Principal	
2.	Ms. Sudha D	IQAC Coordinator	
3.	Ms. Firza Afreen C	Member	
4.	Ms. Nagasudha	Member	
5.	Ms. Shazia Saqulain	Member	
6.	Ms. Naziya Tasneem M S	Member	
7.	Ms. Uma	Member	
8.	Ms. Aarthy	Member	
9.	Ms. Arshiya Tarannum M	Member	

Minutes of the Meeting - 01.02.2021

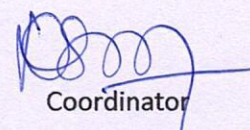
The following points were discussed and unanimously resolved by the members in attendance.

- The minutes of previous meeting was presented to the committee for approval.
- Action taken report was presented which comprised of the documentation of the events organized on 25.01.21 and 27.01.21.
- Certificate, Banners, Circular & Invitation for the FDP scheduled for 2nd February were proofread and approved by the Principal.
- Decided to provide refreshment for all participants and lunch to the resource person and dignitaries attending the program.
- Resolved to include PG, MPhil & PhD scholars in FDP.
- Planned to conduct a National webinar on **Personality Development: Taking Charge of your Life** on 04.02.21 with **Ms. Nethra**, Asst. Professor, Department of Management, St. Francis College, Bangalore, as Resource Person.
- The following duties were assigned to the members for effective execution of the programs-
 - Invitation and Banner to be designed by Ms. Firza
 - Requisition/ invitation mail and circular is to be handled by Ms. Shazia Saqlain
 - Welcome address will be given by Ms. Arshiya, Introductory profile by Ms. Shazia Saqlain and Vote of Thanks by Ms. Kalpana A.
 - Registration and Feedback will be taken care of by the Department of Chemistry.
 - Attendance certificate and appreciation letter by Ms. Aarthi
 - Venue arrangement by Ms. Lakshmi, Ms. Uzma Usmani and Ms. Naziya Tasneem
 - Lunch and Refreshment by Ms. Shazia and Ms. Naziya
 - Documentation by Ms. Uma.
 - Program shall be hosted by Ms. Arshiya and prayer by one of the students.
 - Ms. Shabeena shall handle the correspondence and Ms. Samiya Mukhtar will provide technical assistance.


PRINCIPAL

Action Taken Report for the Meeting held on 01.02.2021

- Conducted an FDP on 03.02.2021 on 'How to Prepare Research Proposal –Major & Minor' with Dr.Sait Sahul Hameed, Co-Chairman, DBT, Govt. Of India, New Delhi, as resource person.
- A PDP was organised on 'Taking Charge of Your Life' on 04.02.2021 with Ms. Nethra R. Asst. Professor, St. Francis College, Bangalore, as resource person.



Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2020-2021/13

DATE: 03.02.2021

CIRCULAR

A meeting of the IQAC members will be held at 10.20 a.m. chaired by Dr. M. Renu, Principal IWASC in the Principal's chamber on 03.02.2021. All the members are requested to attend the meeting with the necessary data.

AGENDA

1. Minutes of previous meeting
2. 4th February webinar:
3. RP & Topic for 6th webinar
4. Documentation – programs
5. Webinar -9th Feb
6. Awareness program - 12thFeb
7. Any Other points

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. M. Renu	Principal	
2.	Ms. Arshiya Tarannum M	IQAC Coordinator	
3.	Ms. Firza Afreen C	Member	
4.	Ms. Nagasudha	Member	
5.	Ms. Shazia Saqulain	Member	
6.	Ms. Naziya Tasneem M S	Member	
7.	Ms. Uma	Member	
8.	Ms. Aarthy	Member	

Minutes of the Meeting - 03.02.2021

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

- The minutes of previous meeting was presented to the committee for approval.
- Action taken report was presented which comprised of the documentation of the event organized on 2.2.21
- Certificate & Circular for the webinar scheduled for 4th February 2021 **on Personality Development: Taking Charge of your Life** with **Ms. Nethra**, Asst. Professor, Department of Management, St. Francis College, Bangalore, as Resource Person were approved by the Principal.
- Registration details were discussed and agenda for the webinar finalized.
- Planned to conduct a National webinar on 6.2.21 with **Ms. Priya Dharshini V**, Asst. Professor, Department of Management (SF), Sri G.V.G. Visalakshi College, Udulampet, Tiruppur as Resource Person.
- Documentation of programs conducted in January were checked, suggestions for some modifications were made and the rest approved.
- Resolved to conduct a National webinar on '**Career Planning and Goal Setting**' on 09.02.21 with **Mr. C. Gnanesh**, Principal, St. Francis College, Bangalore, as Resource Person.
- Resolved to conduct an Awareness Program on **Road Safety** on 12.02.21 in the college campus.
- Suggestions were put forward by the members of the IQAC regarding the choice of resource persons and consent to be sought for the program from them.


COORDINATOR


PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report for the Meeting held on 03.02.2021

- A webinar was organised on 'An Eagle View of Union Budget' on 06.02.2021 with Ms. Priya Dharshini V, Asst. Professor, GVG Visalakshi College for Women, Tiruppur, as resource person.
- A webinar on 'Career Planning and Goal Setting' was organised on 09.02.2021 with Mr. Gnanesh C, Principal, Silicon City College, Bangalore, as resource person.
- A program was conducted on 'Road Safety Awareness' on 12.02.2021 with Mr. M. T. Kaliappan, Regional Transport Officer, Vaniyambadi, Mr. Vengudusamy, Motor Vehicle Inspector, Tirupattur and Mr. G. Palaniselvam, Deputy Superintendent of Police, Vaniyambadi, as resource persons..



Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2020-2021/14

DATE: 08.02.2021

CIRCULAR

A meeting of the IQAC members will be held at 11.30 a.m. chaired by Dr. M. Renu, Principal IWASC in the Principal's chamber on 08.02.2021. All the members are requested to attend the meeting with the necessary data.

AGENDA


1. Minutes of previous meeting
2. 9th February webinar
3. 12th February Awareness program details
4. Office Automation Certificate Program
5. Documentation – programs
6. 20th February- Orientation program
7. Any Other points.

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. M. Renu	Principal	
2.	Ms. Arshiya Tarannum M	IQAC Coordinator	
3.	Ms. Firza Afreen C	Member	
4.	Ms. Nagasudha	Member	
5.	Ms. Shazia Saqulain	Member	
6.	Ms. Naziya Tasneem M S	Member	
7.	Ms. Uma	Member	
8.	Ms. Aarthy	Member	

Minutes of the Meeting - 08.02.2021

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

- The minutes of previous meeting was presented to the committee for approval.
- Action taken report was presented which comprised of the documentation of the events organized on 4.2.21 & 6.2.21
- Final details including Circular, Registration, Invitation, Agenda and feedback forms for the webinar scheduled for 09.02.21 were presented to the board and approved.
- In the light of the need for complete automation of the departments, it was decided that IQAC shall conduct an OFFICE AUTOMATION Certificate Program to the Teaching staff from 11.02.21 to 25.02.21.
- Planned to conduct a **Road Safety Awareness Program** on 12.02.21 with **Mr. M. T. Kaliappan**, M.E., Regional Transport Officer, Vaniyambadi , **Mr. Vengudusamy**, Transport Inspector, Tirupattur and **Mr. G. Palaniselvam**, Deputy Superintendent of Police, Vaniyambadi as Resource Persons.
- Documentation of programs conducted till date were checked, suggestions for minor modifications were made and the rest approved.
- Resolved to conduct an **Orientation Program on TNPSC** on 20.02.21 in collaboration with Markaz e Niswan, Vaniyambadi.
- Planned to invite the following guests to the Orientation program scheduled for 20th February. **Mr. V. Nandakumar**, Assistant Deputy Commissioner, Income Tax Department, Chennai, **Dr. Zahida Parveen T**, Gynecologist and General Physician, Vaniyambadi, **Dr. Masood Ikram**, CEO, Mellon AI., Digital Health & Artificial Intelligence Company, and **Mr. Elangovan**, Course Coordinator, TNPSC Program, Chennai.


COORDINATOR


PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report for the Meeting held on 08.02.2021

- An in-house workshop / Certificate course on Office Automation was conducted from 11.02.2021 with Ms. Samiya Mukhtar as the Chief Trainer for Teaching and Non-Teaching Faculty.
- A TNPSC Orientation Program was conducted on 20.02.2021 in collaboration with Markaz-e-Niswan and the resource persons were Mr. V. Nandakumar, Assistant Deputy Commissioner, Income Tax Department, Chennai, Dr. Zahida Parveen .T, Gynecologist & General Physician, Vaniyambadi, Dr. Masood Ikram, CEO, Mellon AI, Digital Health and Artificial Intelligence Company, Chennai and Mr. Elangovan, Course Coordinator, TNPSC Program, Chennai.



Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2020-2021/15

DATE: 21.02.2021 -

CIRCULAR

A meeting of the IQAC members will be held at 11.30 a.m. chaired by Dr. M. Renu, Principal IWASC in the Principal's chamber on 21.02.2021. All the members are requested to attend the meeting with the necessary data.

AGENDA

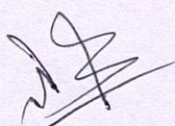
1. Minutes of previous meeting
2. 23rd February –LMS WORKSHOP
3. Computer Training for Staff
4. Documentation – programs
5. Women Voter's Awareness – 8th March
6. Women's Day Program- E-Defense for Women- 8th March
7. Any Other points.

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. M. Renu	Principal	
2.	Ms. Arshiya Tarannum M	IQAC Coordinator	
3.	Ms. Firza Afreen C	Member	
4.	Ms. Nagasudha	Member	
5.	Ms. Shazia Saqulain	Member	
6.	Ms. Naziya Tasneem M S	Member	
7.	Ms. Uma	Member	
8.	Ms. Aarthi	Member	

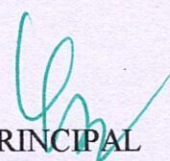
Minutes of the Meeting - 21.02.2021

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

- Minutes of previous meeting was presented and approved by the cell.
- Action taken report for the preceding resolutions submitted that comprise of documentation of events organized on 12.2.21 & 20.2.21
- Resolved to organize a National level workshop on Learning Management System on 23rd February 2021 with **Mr. Raja B**, Trainer, Edumerge Solutions, Bengaluru as the Resource Person.
- Documentation of programs conducted till date were checked and approved.
- Resolved to extend the **Office Automation Program** for the teaching faculty until 6th March 2021.
- An awareness Campaign on **Protecting Democracy – Women’s Right to Vote** is to be organized on 8th March 2021 with Ms. Gayathri Subramani, RDO and her Election team as Resource Persons.
- Resolved to celebrate Women’s Day by organizing an awareness program on **E-Defense for Women** for the staff and students of the College with **Ms. Jayalakshmi**, Inspector of Police, All Women’s Police Station, Vaniyambadi as the resource person.



COORDINATOR



PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report for the Meeting held on 21.02.2021

- A workshop/ Professional Development Program was organised on 'Learning Management System' with Edumerge for Teaching and Non-Teaching staff on 23.02.2021 with Mr. Raja. B, Trainer, Edumerge, Bengaluru, as resource person.
- An In-house workshop/ certificate course on Office Automation was extended to continue till 06.03.2021.
- An awareness campaign on 'Protecting Democracy – Women's Right to Vote' was conducted on 08.03.2021 with Ms. Gayathri Subramani, Returning Officer and Revenue Divisional Officer, Vaniyambadi, Mr. M. Mohan M. A., Assistant Returning Officer, and Tahsildar, Vaniyambadi and Mr. Sudhakar, Election Deputy Tahsildar as resource persons.
- An awareness program on 'E-Defense for Women' was organized on 08.03.2021 with Ms. Jayalakshmi B, Inspector of Police, All Women's Police Station, Vaniyambadi as resource person..



Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2020-2021/16

DATE: 04.03.2021

CIRCULAR

A meeting of the IQAC members will be held at 12.30 p.m. chaired by Dr. Major Syed Shahabuddeen, Advisor and Dr. M. Renu, Principal IWASC in the Secretary's chamber on 04.03.2021. All the members are requested to attend the meeting with the necessary data.

AGENDA

1. Minutes of previous meeting
2. Women Voter's Awareness
3. Women's Day Program- E-Defense for Women
4. Any Other points.

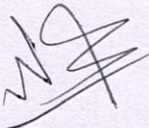
S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. M. Renu	Principal	
2.	Ms. Arshiya Tarannum M	IQAC Coordinator	
3.	Ms. Firza Afreen C	Member	
4.	Ms. Nagasudha	Member	
5.	Ms. Shazia Saqulain	Member	
6.	Ms. Naziya Tasneem M S	Member	
7.	Ms. Uma	Member	
8.	Ms. Aarthy	Member	
9.	Ms. Sudha	Member	
10.	Dr. M. Sadiya Sarvath	Member	

Minutes of the Meeting - 04.03.2021

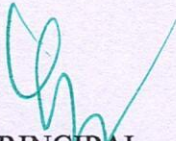
The following points were discussed and unanimously resolved by the members in attendance.

- Minutes of previous meeting was presented and approved by the committee
- Action taken report for the preceding resolutions submitted that comprise of documentation of events organized on 23.2.21 and the pre-event details of the Events to be organized on 06.03.21.
- Details pertaining to the Awareness Campaign on **Protecting Democracy – Women’s Right to Vote** scheduled for 8th March 2021 were checked and approved.
- Details pertaining to the awareness program on **E-Defense for Women** were discussed and its particulars approved.
- For the purpose of the Academic development of the college, the IQAC is formed with the following members
 - Arshiya Tarannum M– Convenor
 - Sudha D
 - Firza Afreen C
 - Uma M
 - Shaziya Saqulain N
 - Aarthy M
 - Naziya Tasneem M S
 - Sadiya Sarvath
 - Nagasudha
- The following documents are to be maintained pertaining department activities –
 - Invitation
 - Circular
 - Requisition letter
 - Event Proposal
 - Agenda
 - Minutes of Meeting

- Profile
 - Accounts/ Budget
 - List of participants
 - Feedback
 - Report
 - Appreciation / Attendance
 - Certificates
-
- Resolved to conduct Students' seminar regularly as a part of innovation in Teaching – Learning Process. Subject teachers shall identify Advanced learners and slow learners based on which topics shall be assigned from the prescribed syllabus. I year students shall work on subject related topics and the III years will have general topics.
 - Women Empowerment activities are to be focused on exclusively for the month of March in recognition of Women's Day.
 - Student's involvement in Teaching- learning process.
 - Decided that Class Prizes can be given to the best performers to engender competitive spirit.
 - Website coordinators and college report in-charge can coordinate the documentation of the programs and events of the college.
 - Academic Calendar and Magazine for the academic years 19-20 & 20-21 to be finalized and rough draft to be submitted before 25.05.2021.



COORDINATOR

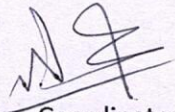


PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report for the Meeting held on 04.03.2021

- IQAC is reconstituted with two additional members
- New format for documentation is framed and circulated
- The VI hour of all working days is used as seminar sessions for II & III UG and I & II PG by one subject teacher each day.
- College Magazine, Galaxy 19-20 & 20-21 was compiled by the Magazine Committee and released.



Coordinator

Internal Quality Assurance Cell



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IWASC/IQAC/2020-2021/17

DATE: 09.03.2021-

CIRCULAR

A meeting of the IQAC members will be held at 1.30 p.m. chaired by Dr. M. Renu, Principal IWASC in the Principal's chamber on 09.03.2021. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

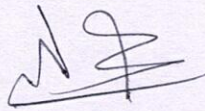
1. Minutes of previous meeting
2. FDP 11th March – Insurance Awareness
3. Career Guidance – 12th March
4. Awareness – 19th March
5. FDP 20th March – Financial Awareness
6. Any Other points.

S.No.	Members	DESIGNATION	SIGNATURE
1.	Dr. M. Renu	Principal	
2.	Ms. Arshiya Tarannum M	IQAC Coordinator	
3.	Ms. Firza Afreen C	Member	
4.	Ms. Nagasudha	Member	
5.	Ms. Shazia Saqulain	Member	
6.	Ms. Naziya Tasneem M S	Member	
7.	Ms. Uma	Member	
8.	Ms. Aarthi	Member	
9.	Ms. Sudha	Member	
10.	Dr. M. Sadiya Sarvath	Member	

Minutes of the Meeting - 09.03.2021

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

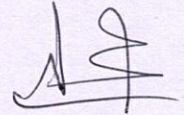
- Minutes of previous meeting was presented and approved by the committee
- Action taken report for the preceding resolutions submitted that comprise of documentation of events organized on 08.03.21.
- Resolved to conduct a Faculty Development Program on Insurance Options and Benefits – Life Insurance Corporation with Mr. Sathiyamoorthi G, Development Officer, Jeevan Jothi, Katpadi and Ms. Santhagunam R, District Communication Officer, Jeevan Jothi, Katpadi as resource persons on 11.03.2021 at 02.00 p.m.
- Resolved to organise a Career Guidance Program for Final year students on Civil Service Exams & How to Crack Them with Mr. Ramesh Adithya, Head – Strategy, and Mr. Sucharithan, Head – HR, Shankar IAS Academy, Chennai as resource persons on 12.03.2021 at 11.00 a.m.
- Resolved to arrange for an awareness program to impart the significance of the National Flag to our students, the program entitled ‘Flag Code of India’ with Dr. A. Kalpana, Head and Assistant Professor, Department of Zoology, Islamiah Women’s Arts and Science College at 11.00 am as resource person Awareness on 19th March 2021.
- In Collaboration with SEBI, an FDP to be organised on 20th March 2021 on Financial Awareness Program with Mr. Mani Ram K, Senior Trainer, Financial Literacy Programme, SEBI and Mr. Pankaj Srivastava, Director, Center for Education and Engagement of Trainers (CEET) as resource persons at 1.30 pm on Zoom.


COORDINATOR


PRINCIPAL

Action Taken Report for the Meeting held on 09.03.2021

- An FDP on Insurance Options and Benefits – Life Insurance Corporation of India was organised on 11.03.2021 with Mr. Sathiyamoorthi G, Development Officer, Jeevan Jothi, Katpadi and Ms. Santhagunam R, District Communication Officer, Jeevan Jothi, Katpadi as resource persons.
- A Career Guidance Program was organized on Civil Service Exams & How to Crack Them on 12.03.2021 with Mr. Ramesh Adithya, Head – Strategy, and Mr. Sucharithan, Head – HR, Shankar IAS Academy, Chennai as resource persons.
- An awareness program on Flag Code of India was conducted on 19.03.2021 with Ms. Kalpana, Head, Dept. of Zoology, IWASC, Vaniyambadi.
- An FDP was organised on Financial awareness on 20.03.2021 in collaboration with SEBI for the teaching faculty with Mr. Mani Ram K, Senior Trainer, Financial Literacy Programme, SEBI and Mr. Pankaj Srivastava, Director, Center for Education and Engagement of Trainers (CEET) as resource persons..



Coordinator

Internal Quality Assurance Cell