

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

ACADEMIC YEAR 2023-2024



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: principalwsc@gmail.com
www.islamiahwomensartsandsciencecollege.com

IWASC/IQAC/2023-2024/01

DATE: 27.06.2023

CIRCULAR


A meeting of the IQAC members will be held chaired by the IQAC Coordinator, in the IQAC on 27.06.2023 at 1.00 p.m. All the members of the IQAC are requested to attend the meeting with the necessary data.


AGENDA

1. Action taken report of the previous meeting
2. Action Plan 23-24
3. Induction Program for the First years
4. Academic Calendar
5. Reconstitution of Committees (if required)
6. Alumni Meet 23-24
7. Any other points

MEMBERS TO ATTEND

Dr. M. Renu	-	Principal
Ms. Arshiya Tarannum M	-	IQAC Coordinator
Ms. Uma	-	Assistant Professor of Mathematics
Ms. Nagasudha	-	Assistant Professor of Interior Design and Décor
Ms. Firza Afreen C	-	Assistant Professor of Computer Science
Ms. Shazia Saqulain	-	Assistant Professor of Mathematics
Ms. Naziya Tasneem M S	-	Assistant Professor of English
Ms. Shabeena Begum	-	Assistant Professor of Computer Applications
Dr. Sadiya Sarvath	-	Assistant Professor of Business Administration
Ms. Faiqua Anjum	-	Assistant Professor of Chemistry



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IQAC

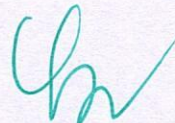

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VANIYAMBADI.

Minutes of the Meeting 27.06.2023

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

1. Resolved to conduct programs to orient the students and the teachers towards the main objectives of the institution – pursuit of knowledge for the welfare of humanity. The vision, mission and the objectives of the individual programs along with the tools and methods of delivery, both conservative and modern are to be explored with the parties in question. To this extent, resolved to conduct Workshops on research, pedagogy and student development programs mainly to encourage them to aim to become economically independent.
2. Resolved to conduct an Induction Program for the First year students on 03.07.23. The program to welcome and orient the first year students is tentatively scheduled to include a speech by the Principal, a presentation by the Students Union President, a drama from the cultural committee, a silambam performance from the department of physical education.
3. Academic Calendar to be distributed by the end of this month.
4. Resolved to introduce a Literary Club and ideas were invited for new committees for 23-24. A few committees needed reconstitution and it was decided that the interested faculty members may request for the posts.
5. Resolved to conduct Alumni Meet for this year on 19.08.2023.


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MINUTES CONVEYED TO

Mr. C. Khaiser Ahmed	-	Secretary & Correspondent
Mr. Nari Mohammed Nayeem	-	Industrialist
Mr. Patel Mohammed Yousuf	-	Member of the Local Society
Dr. A. Liyakath Ali	-	Advisor
Ms. Ruffaida Neelufer	-	Alumna

Action Taken Report for the Meeting held on 27.06.2023

- Programs were organised for each stakeholder throughout the year with the view to delivering and translating the objective of the institution in tangible form.
- An Induction Program for the First year students was held on 03.07.23 where they were welcomed, oriented to the campus culture, course requirements and the general instructions comprising the dos and don'ts communicated and entertained by the seniors.
- Workshops on research, pedagogy and student development programs were conducted throughout the year with respectable and highly proficient resource persons from each field.
- Literary Club and several other new committees were created and existing committees were reconstituted.


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IWASC/IQAC/2023-2024/02

DATE: 25.09.2023

CIRCULAR


A meeting of the IQAC members will be held chaired by the IQAC Coordinator, in the IQAC on 25.09.2023 at 12.00 p.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

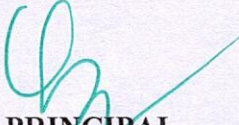
AGENDA

1. Action taken report of the previous meeting
2. SDP- Memory Training Workshop
3. Orientation – Journey to Success
4. AQAR 22-23
5. Any other points

MEMBERS TO ATTEND

Dr. M. Renu	-	Principal
Ms. Arshiya Tarannum M	-	IQAC Coordinator
Ms. Uma	-	Assistant Professor of Mathematics
Ms. Nagasudha	-	Assistant Professor of Interior Design and Décor
Ms. Firza Afreen C	-	Assistant Professor of Computer Science
Ms. Shazia Saqulain	-	Assistant Professor of Mathematics
Ms. Naziya Tasneem M S	-	Assistant Professor of English
Ms. Shabeena Begum	-	Assistant Professor of Computer Applications
Dr. Sadiya Sarvath	-	Assistant Professor of Business Administration
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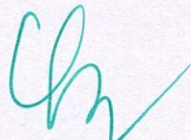

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Minutes of the Meeting 25.09.2023

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

1. Resolved to conduct a Student Development Program, a Memory Training Workshop on 29.09.23 for II & III year students with Mr. Rishikesavan, Founder and Chief Trainer, Third Eye Memory Empowerment, Chennai, as resource person.
2. Resolved to conduct an Orientation Program for students – ‘Journey to Success’, on 09.10.2023 with Dr. Mohamed Sahul Hameed M A, Associate Professor, VIT, Vellore, as resource person.
3. Resolved to submit the AQAR to the NAAC within a month. The faculty members are urged to thoroughly verify the documents before scanning them.


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Mr.Nari Mohammed Nayeem	-	Industrialist
Mr. Patel Mohammed Yousuf	-	Member of the Local Society
Dr. A. Liyakath Ali	-	Advisor
Ms.RufaidaNeelufer	-	Alumna

Action Taken Report for the Meeting held on 25.09.2023

- Memory Training Workshop was organised on 29.09.23 for II & III year students with Mr. Rishikesavan, Founder and Chief Trainer, Third Eye Memory Empowerment, Chennai, as resource person in two sessions.
- An Orientation Program titled 'Journey to Success' was organised on 09.10.2023 with Dr. Mohamed Sahul Hameed M A, Associate Professor, VIT, Vellore, as resource person.
- AQAR documentation was completed in the month of November.



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IWASC/IQAC/2023-2024/03

DATE:30.10.2023

CIRCULAR

A meeting of the IQAC members will be held chaired by the Principal, in the Principal's Office on 30.10.2023 at 2.00 p.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

1. Action taken report of the previous meeting
2. Website updation
3. Internal Auditing
4. AQAR Verification
5. Any other points

MEMBERS TO ATTEND

Dr. M. Renu	-	Principal
Ms. Arshiya Tarannum M	-	IQAC Coordinator
Ms. Uma	-	Assistant Professor of Mathematics
Ms. Nagasudha	-	Assistant Professor of Interior Design and Décor
Ms. Firza Afreen C	-	Assistant Professor of Computer Science
Ms. Shazia Saqulain	-	Assistant Professor of Mathematics
Ms. Naziya Tasneem M S	-	Assistant Professor of English
Ms. Shabeena Begum	-	Assistant Professor of Computer Applications
Dr. Sadiya Sarvath	-	Assistant Professor of Business Administration
Ms. Faiqua Anjum	-	Assistant Professor of Chemistry


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Minutes of the Meeting 30.10.2023

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

1. Resolved to update the College website more frequently with a scheduled timeline.
2. Resolved to conduct Internal audit in the month of November.
3. Resolved to submit the AQAR documents for verification and approval for submission to the College Management.



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MINUTES CONVEYED TO

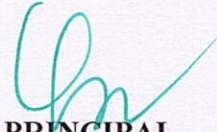
Mr. C. Khaiser Ahmed	-	Secretary & Correspondent
Mr. Nari Mohammed Nayeem	-	Industrialist
Mr. Patel Mohammed Yousuf	-	Member of the Local Society
Dr. A. Liyakath Ali	-	Advisor
Ms. Rufaida Neelufar	-	Alumna

Action Taken Report for the Meeting held on 30.10.2023

- The departments and committees were directed to submit the reports of their activities to the IQAC for updating them on the website including tentative dates of scheduled programs of each.
- The Internal Audit was held on 18.11.23 to 20.11.23.
- The AQAR documents were verified and approved by the Management for uploading in the NAAC portal.



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IWASC/IQAC/2023-2024/04

DATE:16.12.2023

CIRCULAR

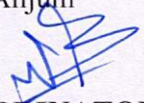
A meeting of the IQAC members will be held chaired by the IQAC Coordinator, in the IQAC on 16.12.2023 at 12.00 p.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

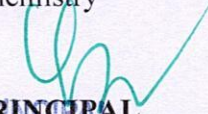
AGENDA

1. Action taken report of the previous meeting
2. FDP on Quality Initiatives
3. College Magazine & Newsletter
4. FDP on Research and Ethics in Pedagogy
5. AQAR 22-23 submission
6. NIRF
7. Any other points

MEMBERS TO ATTEND

Dr. M. Renu	-	Principal
Ms. Arshiya Tarannum M	-	IQAC Coordinator
Ms. Uma	-	Assistant Professor of Mathematics
Ms. Nagasudha	-	Assistant Professor of Interior Design and Décor
Ms. Firza Afreen C	-	Assistant Professor of Computer Science
Ms. Shazia Saqulain	-	Assistant Professor of Mathematics
Ms. Naziya Tasneem M S	-	Assistant Professor of English
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Dr. Sadiya Sarvath	-	Assistant Professor of Business Administration
Ms. Faiqua Anjum	-	Assistant Professor of Chemistry


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Minutes of the Meeting 16.12.2023

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

1. Resolved to conduct a Faculty Development Program on Sustaining Quality Initiatives in HEI with Dr. Afshar Alam, Vice Chancellor, Jamia Hamdard University, New Delhi, as resource person.
2. Resolved to have the college magazine – Galaxy 22-23 and the Newsletter ‘Aqbaar, distributed to the students.
3. Resolved to conduct a program titled ‘Ethical Issues in Women’s Education’ as part of a Women’s Empowerment strategy and a program on ‘Effective and Pertinent Research in the Evolving Academia’ with dignitaries visiting the college on the 24th of December 2023.
4. Resolved to submit the AQAR for the year 22-23 at the earliest.
5. Resolved to submit the college data to the NIRF by the first week of January.

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Mr. Nari Mohammed Nayeem	-	Industrialist
Mr. Patel Mohammed Yousuf	-	Member of the Local Society
Dr. A. Liyakath Ali	-	Advisor
Ms. Rufaida Neelufar	-	Alumna

Action Taken Report for the Meeting held on 16.12.2023

- A Faculty Development Program on 'Sustaining Quality Initiatives in Higher Educational Institutions' was organised with Dr. Afshar Alam, Vice Chancellor, Jamia Hamdard University, New Delhi, as resource person on 24.12.23.
- Over 2000 copies of the college magazine – Galaxy 22-23 and the Newsletter 'Aqbaar', were distributed to the students.
- An FDP titled 'Ethical Issues in Women's Education' as part of a Women's Empowerment strategy and a program on 'Effective and Pertinent Research in the Evolving Academia' were organised on 24.12.23 with Advocate Afreen Afshar Alam, and Ms. Hena Parveen, Senior Educator, New Delhi, as resource persons.
- AQAR 22-23 was submitted to the NAAC on 08.01.24.
- College data to the NIRF was submitted on 10.01.24.



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IWASC/IQAC/2023-2024/05

DATE: 18.01.2024

CIRCULAR

A meeting of the IQAC members will be held chaired by the IQAC Coordinator in the IQAC on 18.01.2024 at 12.00 p.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

1. Action taken report of the previous meeting
2. FDP on Research
3. IIQA & SSR
4. College Day & Sports Day
5. Project Record Format
6. Any other points

MEMBERS TO ATTEND

Dr. M. Renu	-	Principal
Dr. G. Shobarani	-	IQAC Coordinator
Ms. Firza Afreen C	-	Assistant Professor of Computer Science
Ms. Shabeena Begum	-	Assistant Professor of Computer Applications
Ms. S. Aruna	-	Head, Dept of BioChemistry
Dr. K. Indra	-	Head, Dept of Business Administration
Dr. B. Manjula	-	Head, Dept of Commerce (CA)
Ms. M. Arshiya Tarannum	-	Asst Professor, Dept of English


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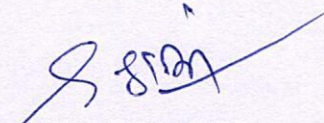

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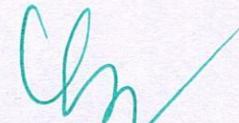
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Minutes of the Meeting 18.01.2024

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

1. Resolved to conduct a Faculty Development Program cum Workshop on Research Methodology in collaboration with Jamia Hamdard University, New Delhi, in the month of February.
2. Resolved to initiate the necessary preparation of the SSR so that IIQA could be submitted to the NAAC by March.
3. Resolved to conduct the Annual Sports Day in the month of February and College Day in March we'll before the commencement of University Practical Examinations.
4. The project record format was circulated and approved to maintain uniformity and legibility in the maintenance of students' records not excluding their Internship, IV and FV projects.


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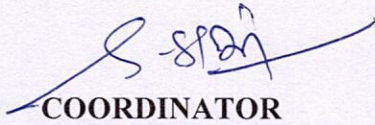

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Dr. A. Liyakath Ali	-	Advisor
Ms. Rufaida Neelufer	-	Alumna

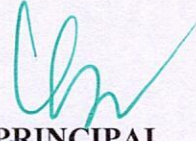
Action Taken Report for the Meeting held on 18.01.2024

- A Faculty Development Program cum Workshop on Research Methodology in collaboration with Jamia Hamdard University, New Delhi, was held 12.02.24 to 16.02.24.
- IIQA was submitted to the NAAC on 25.03.24.
- Annual Sports Day was held on 13.02.24 and College Day on 06.03.24.
- Students' records including Practical Projects, Internship, IV and FV records have been more simplified thereby bringing in clarity in the documentation.



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IWASC/IQAC/2023-2024/06

DATE:01.03.2024

CIRCULAR

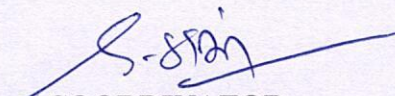
A meeting of the IQAC members will be held chaired by the IQAC Coordinator in the IQAC on 01.03.2024 at 12.00 p.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

AGENDA

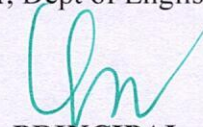
1. Action taken report of the previous meeting
2. Seminar on Softskill
3. Status of SSR documentation
4. Celebration of International Women's Day
5. Any other points

MEMBERS TO ATTEND

Dr. M. Renu	-	Principal
Dr. G. Shobarani	-	IQAC Coordinator
Ms. Firza Afreen C	-	Assistant Professor of Computer Science
Ms. Shabeena Begum	-	Assistant Professor of Computer Science
Ms. S. Aruna	-	Head, Dept of BioChemistry
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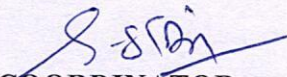

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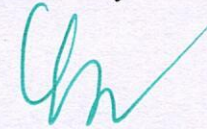
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Minutes of the Meeting 01.03.2024

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

1. Resolved to conduct a seminar on “Elevating Softskills for Professional Success”
2. Resolved to check the process and a discussion on SSR preparation
3. Resolved to conduct a seminar on account of International Women’s Day


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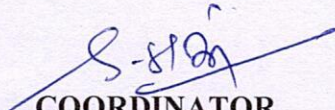

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Mr. Patel Mohammed Yousuf	-	Member of the Local Society
Dr. A. Liyakath Ali	-	Advisor
Ms. Rufaida Neelufer	-	Alumna

Action Taken Report for the Meeting held on 01.03.2024

- A seminar on “Elevating Softskills for professional Success” was held on 08.03.2024. Mr. Thahir – Uz - Zaman, Trainer, JCI India was the chief guest.
- Criterion-wise SSR document has been checked by the Advisor and Principal.
- A seminar on “Women in Leadership - Breaking barriers and shaping the future” was conducted on 08.03.24 with Ms. J. Ajitha Begum, Revenue Division Officer, Vaniyambadi as chief guest.


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