



## 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/2024-2025/01

DATE: 20.06.2024

### CIRCULAR

A meeting of the IQAC members will be held chaired by the IQAC Coordinator, in the IQAC room on 20.06.2024 at 10:00 a.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

### AGENDA

1. Action taken report of previous meeting
2. Action Plan of each department 24-25
3. Discussion regarding DVV
4. Conduction of Certificate Courses
5. Projector's facility in all classes
6. Induction Program for the First Years
7. Academic Calendar
8. Reconstitution of Committees (if required)
9. Alumni Meet 24-25
10. Any other academic matter

Dr. G. Shobarani

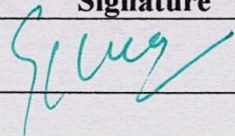
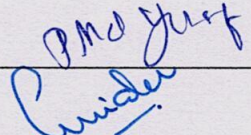
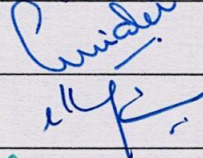
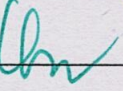
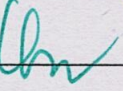
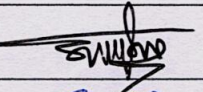
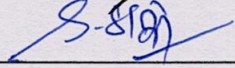

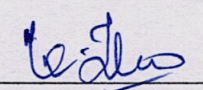
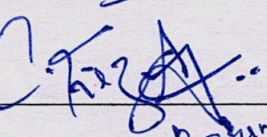
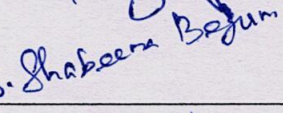
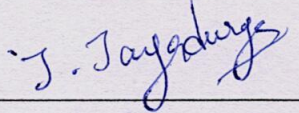
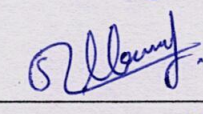
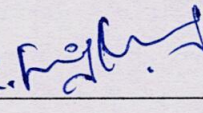
IQAC Coordinator

Dr. M. Renu

Principal



## MEMBERS IN ATTENDANCE

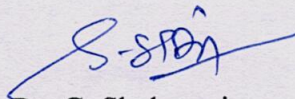
Member	Designation	Signature
Janab C. Khaiser Ahmed Sahib	Secretary & Correspondent	
Mr. Nari Mohammed Nayeem	Local Society	
Mr. Patel Mohammed Yusuf	Industrialist	
Mr. Uvais Ahmed	Employer	
Dr. A. Meenaz Banu	Stakeholder	
Dr. M. Renu	Principal	
Dr. A. Liyakath Ali	Senior Administrative Officer	
Dr.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

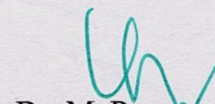


## Minutes of the Meeting

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

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

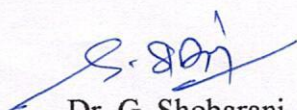
  
Dr. G. Shobarani  
IQAC Coordinator

  
Dr. M. Renu  
Principal



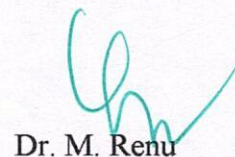
## **Action Taken Report for the meeting held on 20.06.2024**

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



Dr. G. Shobarani

IQAC Coordinator



Dr. M. Renu

Principal





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IWASC/IQAC/2024-2025/02

DATE: 02.09.2024

### CIRCULAR

A meeting of the IQAC members will be held chaired by the IQAC Coordinator, in the IQAC room on 02.09.2024 at 10:00 a.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

### AGENDA

1. Action taken report of previous meeting
2. Documents preparation pertaining to each criteria
3. Infrastructure Readiness
4. PPT Presentation of departments
5. Department Readiness
6. Schedule of PTV

Dr.G.Shobarani

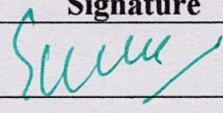
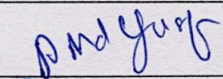
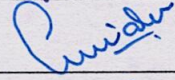
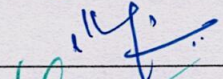
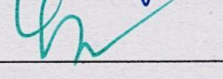
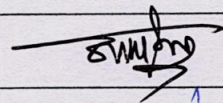
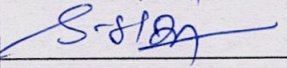

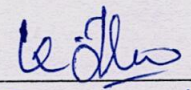
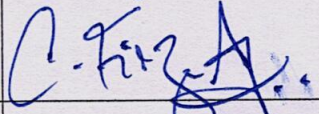
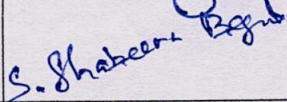
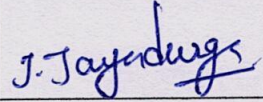
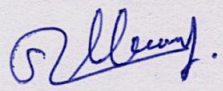
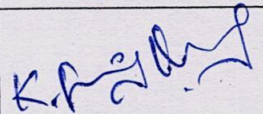
IQAC Coordinator

Dr.M.Renu

Principal



## MEMBERS IN ATTENDANCE

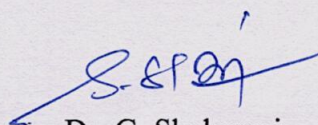
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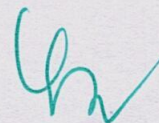
## Minutes of the Meeting

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

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



Dr. G. Shobarani  
IQAC Coordinator

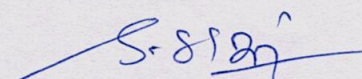


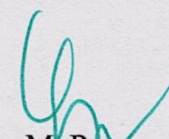
Dr. M. Renu  
Principal



## Action Taken Report for the meeting held on 02.09.2024

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

  
Dr. G. Shobarani  
IQAC Coordinator

  
Dr. M. Renu  
Principal





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IWASC/IQAC/2024-2025/03

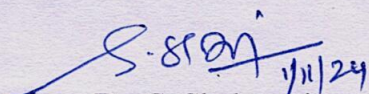
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### CIRCULAR

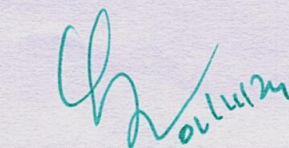
A meeting of the IQAC members will be held chaired by the IQAC Coordinator, in the IQAC on 04.11.2024 at 10:00 a.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

### AGENDA

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

  
Dr. G. Shobarani

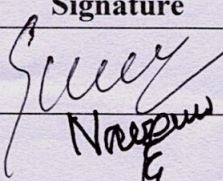
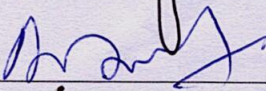
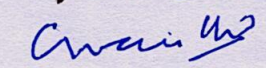
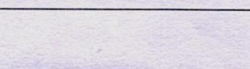
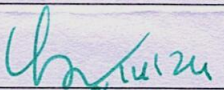
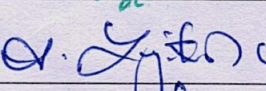
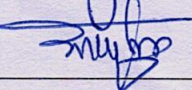
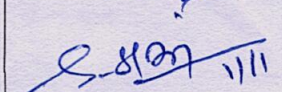
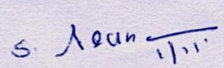
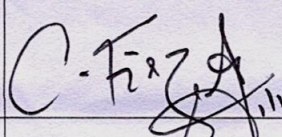
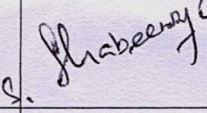
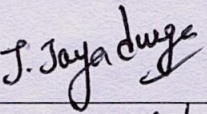
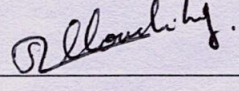
IQAC Coordinator

  
Dr. M. Renu

Principal



### MEMBERS IN ATTENDANCE

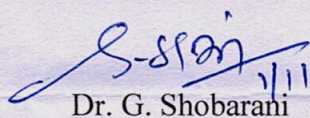
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Dr. M. Renu	Principal	
Dr. A. Liyakath Ali	Senior Administrative Officer	
Dr. T. Mohamed Ilyas	Academician	
Dr. G. Shobarani	IQAC Coordinator & HOD, Department of Artificial Intelligence	
Ms. S. Aruna	Head of the Department of Biochemistry	
Dr. K. Indra	Head, Department of Commerce (CA)	
Ms. C. Firza Afreen	Asst. Prof, Department of Computer Science	
Ms. S. Shabeena Begum	Asst. Prof, Department of Data Science	
Ms. J. Jayadurga	Asst. Prof, Department of Artificial Intelligence	
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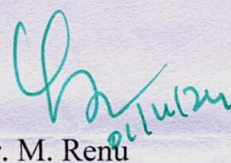
## Minutes of the Meeting

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

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



Dr. G. Shobarani  
IQAC Coordinator

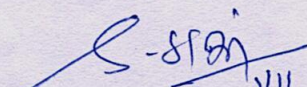


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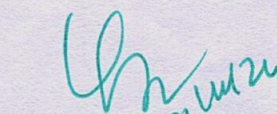
## **Action Taken Report for the meeting held on 04.11.2024**

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



Dr. G. Shobarani

IQAC Coordinator



Dr. M. Renu

Principal





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IWASC/IQAC/2024-2025/04

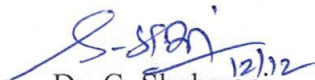
DATE: 12.12.2024

### CIRCULAR

A meeting of the IQAC members will be held chaired by the IQAC Coordinator, in the IQAC on 14.12.2024 at 10:00 a.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

### AGENDA

1. Action taken report of previous meeting
2. College Magazine
3. Celebration of International Women's Day
4. Project Record Format
5. 5 Day National Level FDP by IQAC
6. Any other Points

  
Dr. G. Shobarani

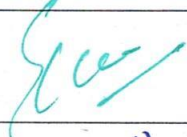
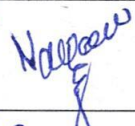




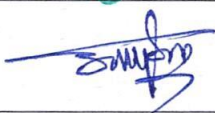
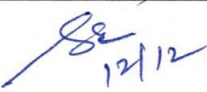


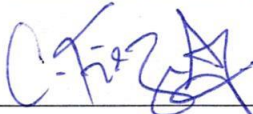



IQAC Coordinator

  
Dr. M. Renu

Principal



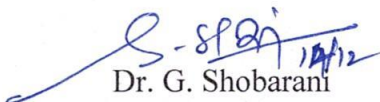
### MEMBERS IN ATTENDANCE


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



## Minutes of the Meeting

1. The committee reviewed the Action Taken Report (ATR) from the previous meeting. All members acknowledged the progress made, and pending actions were highlighted. Departments were asked to ensure completion of outstanding tasks by the next meeting.
2. The editorial committee presented the proposed theme and structure for the upcoming college magazine. Members appreciated the ideas and approved the same. It was decided that departments should begin collecting articles, reports, and creative submissions.
3. Plans for the celebration were discussed. It was resolved to organize a seminar. The Women's Cell was entrusted with preparing a detailed schedule and inviting guest speaker.
4. A revised project record format was proposed and circulated. Departments were instructed to implement the new format from the current academic session and brief students accordingly.
5. The committee discussed the organization of a 5-Day National Level Faculty Development Programme (FDP) scheduled from 16<sup>th</sup> to 20<sup>th</sup> December 2024, under the coordination of IQAC. It was resolved that the FDP theme would focus on "Innovative Pedagogical Practices for Holistic Student Engagement".

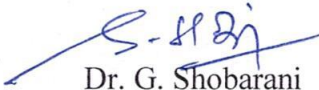
  
Dr. G. Shobarami  
IQAC Coordinator


  
Dr. M. Renu  
Principal



## **Action Taken Report for the meeting held on 14.12.2024**

1. The progress and pending tasks from the previous meeting were reviewed. Outstanding items have been addressed, and necessary follow-up actions were initiated.
2. The proposed theme and structure for the college magazine were finalized. Departments have begun the process of collecting articles, reports, and creative submissions as per the approved plan.
3. The Women's Cell successfully organized a seminar as part of International Women's Day celebrations on 08<sup>th</sup> March, 2025. A guest speaker was invited, and the event received positive feedback from participants.
4. The revised project record format was implemented across all departments. Faculty members have briefed students on the new format for the current academic session.
5. The 5-Day National Level FDP organized by IQAC was successfully conducted from 16.12.2024 to 20.12.2024 as scheduled. Positive feedback was received from participants, Certificates were issued to all participants upon successful completion of the program.

  
Dr. G. Shobarani  
IQAC Coordinator

  
Dr. M. Renu  
Principal



# ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE



Permanently Affiliated to Thiruvalluvar University  
Recognized by UGC u/s 2 (f) and 12 (B) of the UGC Act 1956  
Accredited by NAAC with "B++" Grade  
Approved by the Government of Tamil Nadu  
Phone: 04174 - 235266 Email: [principaliwc@gmail.com](mailto:principaliwc@gmail.com)  
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IWASC/IQAC/2024-2025/05

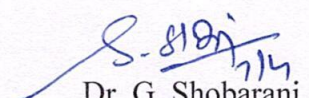
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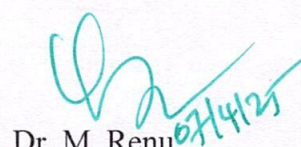
## CIRCULAR

A meeting of the IQAC members will be held chaired by the IQAC Coordinator, in the IQAC on 10.04.2025 at 10:00 a.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

## AGENDA

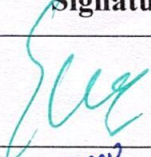
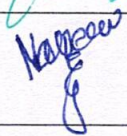

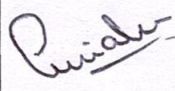


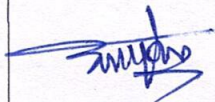



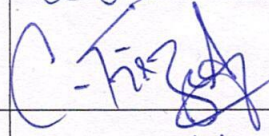
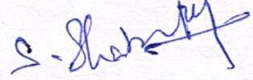
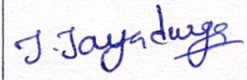

1. Action Taken Report of the Previous Meeting
2. Collection of Feedback from Stakeholders
3. Internal and External Audit
4. Stock Verification
5. Any Other Points

  
Dr. G. Shobarani  
IQAC Coordinator

  
Dr. M. Renu  
Principal



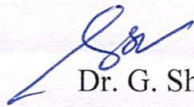
### MEMBERS IN ATTENDANCE

Member	Designation	Signature
Janab C. Khaizer Ahmed	Secretary & Correspondent	
Mr. Nari Mohammed Nayeem	Local Society	
Mr. Patel Mohammed Yusuf	Industrialist	
Mr. Uvais Ahmed	Employer	
Dr. A. Meenaz Banu	Stakeholder	
Dr. M. Renu	Principal	
Dr. A. Liyakath Ali	Senior Administrative Officer	
Dr. T. Mohamed Ilyas	Academician	
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Dr. K. Indra	Head, Department of Commerce (CA)	
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Ms. S. Shabeena Begum	Asst. Prof, Department of Data Science	
Ms. J. Jayadurga	Asst. Prof, Department of Artificial Intelligence	
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Ms. Famiya	III B.Sc Biochemistry	
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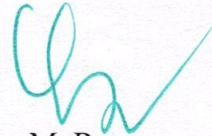


### **Minutes of the Meeting**

1. The committee reviewed the Action Taken Report (ATR) of the previous meeting. Members noted that most of the decisions had been implemented satisfactorily, and pending items were discussed for timely resolution.
2. It was decided that structured feedback forms would be distributed to all Stakeholders. The IQAC will coordinate the collection and analysis process.
3. Preparations for both internal and external audits were discussed. Departments were asked to update documentation and records in accordance with audit requirements. The audit schedule will be shared in the coming week.
4. A schedule for annual stock verification was approved. Departments were instructed to complete physical verification and submit updated reports to the Principal.



Dr. G. Shobarani  
IQAC Coordinator



Dr. M. Renu  
Principal



## **Action Taken Report for the meeting held on 10.04.2025**

1. The pending items from the previous meeting have been addressed.
2. Feedback forms were designed and circulated to all stakeholder groups. Data collection has been completed, and the responses are currently being compiled for analysis by the IQAC team.
3. Departments updated their records and submitted documentation as per audit requirements. The internal audit and external audit was completed.
4. Physical verification of departmental stock has been completed. Final reports were submitted to the Principal within the stipulated time.



Dr. G. Shobarani  
IQAC Coordinator



Dr. M. Renu  
Principal



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IWASC/IQAC/2024-2025/06

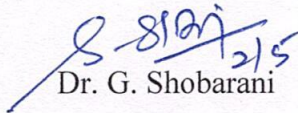
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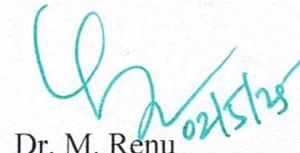
## CIRCULAR

A meeting of the IQAC members will be held chaired by the IQAC Coordinator, in the IQAC on 05.05.2025 at 10:00 a.m. All the members of the IQAC are requested to attend the meeting with the necessary data.

## AGENDA

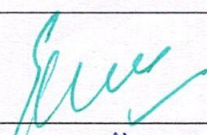
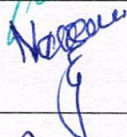
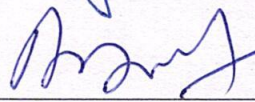
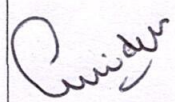
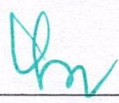


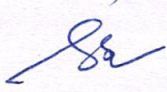
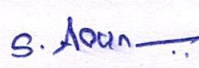
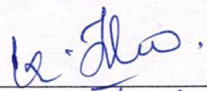
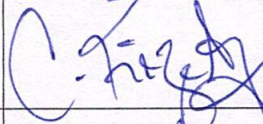
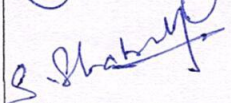


1. Action Taken Report on the Previous Meeting
2. Library Book Stock Verification
3. Workload Planning for the Odd Semester 2025–2026
4. Action Plan for the Odd Semester 2025–2026
5. Any Other Points

  
Dr. G. Shobarani  
IQAC Coordinator

  
Dr. M. Renu  
Principal



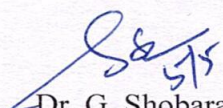
**MEMBERS IN ATTENDANCE**

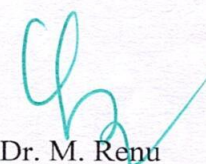
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Ms. J. Jayadurga	Asst. Prof, Department of Artificial Intelligence	
Ms. S. Moushika	Asst. Prof, Department of IDD	
Ms. Famiya	III B.Sc Biochemistry	
Ms. Rufaida Neelufar	President, Alumni Association	



### Minutes of the Meeting

1. The committee reviewed the Action Taken Report (ATR) of the meeting held on 10.04.2025. Members noted that all major points had been acted upon, with pending issues either resolved or nearing completion.
2. The Librarian presented the current status of the annual stock verification process. It was decided that all departments should complete the physical verification of books and submit the stock report to the Library.
3. Heads of Departments presented preliminary workload plans. It was resolved that departments would finalize and submit the detailed workload distribution for the Odd Semester 2025–2026 to the Principal by 04<sup>th</sup> June 2025.
4. The committee discussed key activities and academic initiatives for the upcoming semester. Departments were requested to submit their departmental action plans by 04<sup>th</sup> June 2025.
5. Departments were encouraged to update faculty profiles and departmental achievements for inclusion in the institutional report.

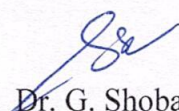
  
Dr. G. Shobarani  
IQAC Coordinator

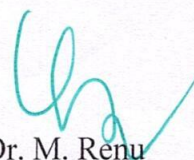
  
Dr. M. Renu  
Principal



### **Action Taken Report for the meeting held on 05.05.2025**

1. All pending action items from the previous meeting were reviewed and addressed. Departments have submitted status updates, and unresolved issues are being actively followed up.
2. Departments completed the physical verification of library books. Signed stock reports were submitted to the Library Office by the stipulated deadline.
3. All departments submitted the finalized workload distribution to the Academic Section by 04<sup>th</sup> June, 2025 as instructed.
4. Departmental action plans were submitted by 04<sup>th</sup> June 2025, detailing academic and co-curricular activities planned for the upcoming academic year.
5. Updated faculty profiles and departmental achievements were compiled and submitted to the IQAC for inclusion in the institutional report.

  
Dr. G. Shobarani  
IQAC Coordinator

  
Dr. M. Renu  
Principal