



# THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN

A Minority Institution Sponsored by Seethakathi Trust, Chennai.  
Recognized by DBT under Star College Scheme, Ministry of Science and Technology, Govt. of India.  
An Autonomous Institution Affiliated to Alagappa University, Karaikudi.  
Accredited by NAAC with "A" Grade [CGPA:3.16] & ISO 9001:2015 Certified Institution.  
Recognized by UGC under 2(f) & 12 (B).  
Kilakarai – 623517, Ramanathapuram District

## IQAC MEETING MINUTES ACADEMIC YEAR 2022-23

TOTAL NO.OF MEETINGS: 6

**MEETING – ATTENDANCE SHEET**

NATURE OF MEETING: IQAC Review Meeting. Date: 08.06.2022

S.NO	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1.	Ms B Seeni Rahfu Nisha	IQAC Coordinator	English	
2.	Ms K M Buvaneswari	IQAC Member	Home Science - Nutrition and Dietetics	
3.	Ms.M.Nagavalli	IQAC Member	Computer Science	
4.	Dr Manicka Vasuhi	IQAC Member	Commerce	
5.	Ms Mubin Zulfa	IQAC Member	Psychology	
6.	Ms Ganiska	IQAC Member	Microbiology	
7.	Ms Priya	Student Welfare Committee Coordinator.	Chemistry	
8.	Ms Arockia Anisia	Student Council and Office Bearer Coordinator	Commerce	

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## MINUTES OF MEETING

**NATURE OF MEETING:** IQAC Review Meeting

### Members Present:

**Date:** 08.06.2022

1. Ms B Seeni Rahfu Nisha – IQAC Coordinator
2. Ms K M Buvaneswari – IQAC Member
3. Ms.M.Nagavalli - IQAC Member
4. Dr Manicka Vasuhi – IQAC Member
5. Ms Mubin Zulfa – IQAC Member
6. Ms Ganiska – IQAC Member
7. Ms Priya – Student Welfare Committee Coordinator.
8. Ms Arockia Anisia – Student Council and Office Bearer Coordinator

### Agenda:

1. Planning for Induction Programme for New Students as per UGC regulations.
2. Promotion of Anti-Ragging Awareness as per UGC regulations.

### Proceedings:

1. Discussion on organizing an induction programme to introduce new students to the campus environment, resources, and academic expectations.
2. It was proposed to include sessions that would cover academic guidelines, campus facilities, student resources, and essential conduct protocols.
3. IQAC Coordinator emphasized the importance of fostering an anti-ragging culture on campus to ensure a safe and supportive environment.
4. A dedicated session during the induction programme will address anti-ragging policies, legal consequences, and available support mechanisms for students.
5. Specific responsibilities were assigned to Student Welfare Committee members and Student Council Members to prepare for the induction event.
6. Members discussed presentation materials, speakers, and logistical arrangements to ensure smooth delivery of both the induction and anti-ragging sessions.



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## Action to be Taken Report:

Task	Responsibility	Deadline	Status
Preparation of Induction Programme Agenda	Student Welfare Committee and Student Council Members	08.06.2022	Pending
Coordination with speakers for anti-ragging awareness session	Student Welfare Committee	10.06.2022	Pending
Development of anti-ragging presentation materials	Student Welfare Committee	10.06.2022	In Progress
Scheduling and venue booking for the induction programme	Student Welfare Committee and Student Council Members	10.06.2022	Pending
Follow-up meeting to review progress and finalize arrangements	IQAC Coordinator	10.06.2022	Planned



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## Minutes of meeting

Nature of meeting: IQAC

Date: 20.06.2022

Member present: 8

S.no	Name	Designation	Department	Signature
1	Dr S Sumaya	Principal	Home Science	
2	Dr M S Irfan Ahamed	Director- Research & Industry Institute Relations	Computer Science	
3	Ms B Seeni Rahfu Nisha	IQAC Coordinator	English	
4	Ms K M Buvaneswari	IQAC Member	Home Science	
5	Ms R Rajeshwari	IQAC Member	Mathematics	
6	Ms R Shibana	IQAC Member	Commerce	
7	Ms B A Hathijath Mahira	IQAC Member	Computer Science	
8	Ms Z Tehseem Fathima	IQAC Member	Psychology	



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S.no	Report/Action Finalized	Person Responsible	Target Date	Action Taken
1.	<p>The meeting was scheduled to finalize the action plan of IQAC for the Academic Year 2022-2023.</p> <p>According to the agenda the following matters was discussed and the resolution was passed in the meeting.</p> <p>The meeting was started with Madam Principal welcoming the Director-Research &amp; Industry Institute Relations and all the IQAC Member.</p> <ol style="list-style-type: none"><li>1. Need to identify the area to improve in each department and give training to the faculty about the SSR and AQAR Criteria wise.</li><li>2. IQAC Members have to be given training to collect, process, analyses the data and to prepare report and documents.</li><li>3. New IQAC Members have to be inducted.</li><li>4. The yard stick has to be fixed for the lecture capturing- How many lecture to capture for UG and PG and to create the E- Content.</li><li>5. For the spoken tutorial- details of students enrolled in each department has to listed, students has to be encouraged to enroll in</li></ol>	<p>IQAC</p> <p>IQAC</p> <p>IQAC</p>		



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	<p>various online portal, bench mark to be fixed on how many students to be enroll in each department and the status of students who has enrolled.</p> <p>6. IQAC Action plan to be formulated according to the suggestion given in the advisory meeting.</p> <p>7. Internshala internship to be initiated and each department have to be register.</p> <p>8. IQAC to conducted meeting with HoDs every15 days.</p> <p>9. Innovation with collaboration, faculty &amp; student exchange program, twining program to be initiated. For Global interaction criteria wise each department to be separated and work, one faculty to be fixed in each department to work on this.</p> <p>10. For Alumnae, The alumnae data has to be collected and bylaws to be formulated.</p> <ul style="list-style-type: none"><li>Two faculties to be identified to work with alumnae as over all in charge, one staff from each department to be connected with alumnae.</li></ul>	<p>IQAC</p> <p>IQAC &amp; HoDs</p> <p>Alumnae Committee</p>	<p>Academic Year 2022-2023</p>	
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<ul style="list-style-type: none"><li>• Alumnae meet to be conducted in Ramnathapuram, Chennai and Dubai in the academic year 2022-2023.</li><li>• for the alumnae meet, the first meet to be conducted for the batch 1988-1998, the second meet for the batch 1999-2009, the third batch for 2010-2020.</li><li>• Alumnae details have to be collected for the independent alumnae portal.</li></ul> <p>11. Orientation has to be given for all the HoDs and staff to create IDs in Google scholar and other subscription. The previous training program video on ID creation to be displayed.</p> <p>12. ID card has to be revamped for staff and students, the smart ID cards to be introduced.</p> <p>13. A uniform has to be finalized.</p> <p>14. External and academic audit should be conducted.</p> <p>15. An amount should be fixed from the college fund for the library</p>	<p>IQAC &amp; Research</p> <p>Student Council</p>	<p>Academic Year 2022-2023</p>	
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	and research use.			
	16. Green campus initiatives to be followed up and meeting to be fixed in regard to discussion on green campus.			
	17. The action plan to be submitted dates to be scheduled accordingly for all the activities.			





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## ACTION TAKEN REPORT

IQAC Meeting

DATE: 20.06.2022

Action Taken

1. SSR and AQAR Training will be conducted by September 2022.
2. IQAC Induction Training Program will be given for all the members.
3. A new member has been inducted.

The Name list of new member

S.No	Name
1.	Ms M Nagavalli
2.	Ms K Barakkath Nisha
3.	Dr H Fathima
4.	Ms A Prabavathi
5.	Ms M Nazreen Banu

4. Spoken tutorial has been made mandatory.
5. IQAC Action Plan is been formulated in two different level short term and long term. The short term plan will be included in IQAC Action Plan
6. The heads are asked to identify the internshala internship and update to the IQAC.
7. The meeting shall be scheduled from the month of September onwards.
8. Criteria wise activity will be allocated to each department.
9. Alumnae committee will be called for the meeting to prepare action plan for the matters discussed in the IQAC Meeting.
10. It was informed to library to orient the staff and students to create IDs for the usage of DELNET and Google scholar, review meeting to be followed in the month of September.
11. Quotation has been received from two companies; the discussion will be carried out with ERP Team.
12. The uniform is been finalized.
13. The internal audit will be conducted after the internal examination
14. The meeting to be scheduled with research committee and library for the fund allocation
15. Discussion with MGNCR and ECO Club, each department is asked to find and fix particular area and plantation process to start, follow up until it grows that report to be submitted in IQAC



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## MEETING – ATTENDANCE SHEET

NATURE OF MEETING: IQAC Review Meeting.

Date: 11.10.2022

S.NO	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1.	Ms B Seeni Rahfu Nisha	IQAC Coordinator	English	
2.	Ms K M Buvanewari	IQAC Member	Home Science - Nutrition and Dietetics	
3.	Ms.M.Nagavalli	IQAC Member	Computer Science	
4.	Ms.K.Barakkath Nisha	IQAC Member	Microbiology	
5.	Dr.H.Fathima	IQAC Member	Tamil	
6.	Ms.A.Prabavathi	IQAC Member	Chemistry	
7.	Ms.Nazreen Banu	IQAC Member	Mathematics	
8.	Ms Tehseem Fathima	IQAC Member	Psychology	

Meeting Co-ordinator  
Principal  
Thassim Beevi Abdul Kader  
College for Women, Kilakarai.

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## MINUTES OF MEETING

7/25

**NATURE OF MEETING:** IQAC Review Meeting

**Date:** 11.10.2022

### Members Present:

1. Ms B Seeni Rahfu Nisha – IQAC Coordinator
2. Ms K M Buvaneswari – IQAC Member
3. Ms.M.Nagavalli – IQAC Member
4. Ms.K.Barakkath Nisha – IQAC Member
5. Dr.H.Fathima – IQAC Member
6. Ms.A.Prabavathi – IQAC Member
7. Ms.Nazreen Banu – IQAC Member

### Agenda:

1. Plan for SSR (Self-Study Report) Preparation
2. Plan for AQAR (Annual Quality Assurance Report) – 2022-2023
3. Preparing for NIRF (National Institutional Ranking Framework) – 2022-2023
4. MOOC (Massive Open Online Courses) – SWAYAM Courses
5. E-content
6. Faculty Induction Programme for Newly Recruited Faculty Members
7. Feedback Collection and Analysis (Students, Teachers, Alumni, Parents, Employers)
8. Academic and Administrative Audit (AAA) – 2022-2023

Sl. No	Report/ action finalized	Person Responsibility	Target Date	Action taken
1.	The IQAC members discussed the following agenda items: <ul style="list-style-type: none"><li>• <b>SSR Preparation:</b> Strategies for gathering data and compiling the Self-Study Report for accreditation purposes were discussed. Each department will</li></ul>	IQAC Members	16.11.2022	

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be responsible for providing relevant information and documentation.		
<ul style="list-style-type: none"><li>• <b>AQAR – 2022-2023:</b> Planning for the Annual Quality Assurance Report, focusing on achievements, challenges, and improvement initiatives undertaken during the academic year 2020-2021.</li></ul>	IQAC Members	28.12.2022
<ul style="list-style-type: none"><li>• <b>NIRF – 2022-2023:</b> Preparation for participation in the National Institutional Ranking Framework for the year 2022-2023, including data collection, analysis, and improvement measures.</li></ul>	IQAC Members	13.12.2022
<ul style="list-style-type: none"><li>• <b>MOOC – SWAYAM Courses:</b> Identifying relevant SWAYAM courses and integrating them into the curriculum to enhance learning opportunities for students.</li></ul>		
<ul style="list-style-type: none"><li>• <b>E-content:</b> Developing electronic content for selected subjects to support online and blended learning modalities.</li></ul>	All the faculty members	30.11.2022
<ul style="list-style-type: none"><li>• <b>Faculty Induction Programme:</b> Planning and organizing an induction programme for newly recruited faculty members to familiarize them with institutional policies, procedures, and culture.</li></ul>	Staff Development Committee	05.12.2022
<ul style="list-style-type: none"><li>• <b>Feedback Collection and Analysis:</b> Establishing mechanisms for collecting feedback from students, teachers, alumni, parents, and employers. Analysis of feedback will provide insights for quality improvement.</li></ul>	Feedback committee	23.12.2022
<ul style="list-style-type: none"><li>• <b>Academic and Administrative Audit (AAA) – 2022-2023:</b> Planning for the Academic and</li></ul>	IQAC Members	29.11.2023



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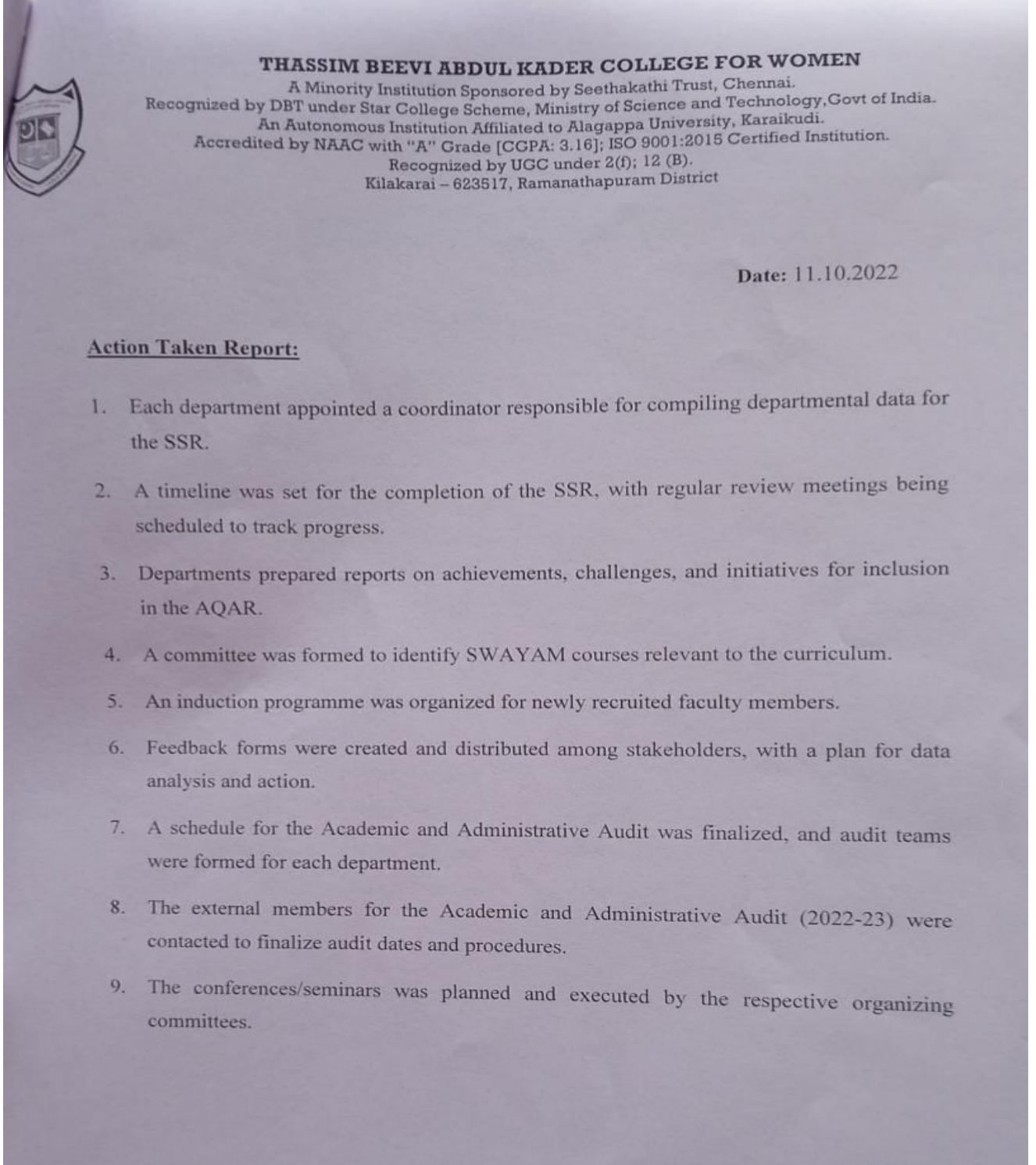
	Administrative Audit to ensure compliance with quality standards and identify areas for improvement.		
2.	<p>SSR and AQAR criteria was allotted for IQAC Members,</p> <ul style="list-style-type: none"><li>• CRITERIA I: Ms Tehseem Fathima</li><li>• CRITERIA II: Dr.H.Fathima</li><li>• CRITERIA III: Ms K M Buvaneswari</li><li>• CRITERIA IV: Ms.Nazreen Banu</li><li>• CRITERIA V: Ms Rajeswari</li><li>• CRITERIA VI: Ms B Seeni Rahfu Nisha</li><li>• CRITERIA VII: Ms.M.Nagavalli</li></ul>	IQAC Members	29.11.2023
3.	Course teachers instructed to prepare question banks for each core subject and submit to Controller's office.	All the faculty members	05.12.2022
4.	Emphasis placed on organizing more national and international conferences/seminars for 2022-23 academic year.	All the Departments	13.12.2022
5.	External members for Academic and Administrative Audit (2021-22) announced: Ms. Jabir, National College, Trichy Shanmuga Vaduvu, Professor and Head, Department of Computer Science, Gandhigram Rural University.		

Meeting Coordinator  
Principal  
Thassim Beevi Abdul Kader  
College for Women, Kilakarai.



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Date: 11.10.2022

### Action Taken Report:

1. Each department appointed a coordinator responsible for compiling departmental data for the SSR.
2. A timeline was set for the completion of the SSR, with regular review meetings being scheduled to track progress.
3. Departments prepared reports on achievements, challenges, and initiatives for inclusion in the AQAR.
4. A committee was formed to identify SWAYAM courses relevant to the curriculum.
5. An induction programme was organized for newly recruited faculty members.
6. Feedback forms were created and distributed among stakeholders, with a plan for data analysis and action.
7. A schedule for the Academic and Administrative Audit was finalized, and audit teams were formed for each department.
8. The external members for the Academic and Administrative Audit (2022-23) were contacted to finalize audit dates and procedures.
9. The conferences/seminars was planned and executed by the respective organizing committees.



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## MEETING – ATTENDANCE SHEET

NATURE OF MEETING: IQAC Review Meeting.

Date: 20.12.2022

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2.	Ms K M Buvaneswari	IQAC Member	Home Science - Nutrition and Dietetics	
3.	Ms.M.Nagavalli	IQAC Member	Computer Science	
4.	Ms.K.Barakkath Nisha	IQAC Member	Microbiology	
5.	Dr.H.Fathima	IQAC Member	Tamil	
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## MINUTES OF MEETING

NATURE OF MEETING: IQAC Review Meeting

Date: 20.12.2022

### Members Present:

1. Ms B Seeni Rahfu Nisha – IQAC Coordinator
2. Ms K M Buvaneswari – IQAC Member
3. Ms.M.Nagavalli - IQAC Member
4. Ms.K.Barakkath Nisha - IQAC Member
5. Dr.H.Fathima - IQAC Member
6. Ms.A.Prabavathi - IQAC Member
7. Ms.Nazreen Banu - IQAC Member

### Agenda:

1. Finalization of the timetable format for the even semester.
2. Assignment of responsibilities for timetable checking and verification.
3. Update and review of data for AISHE, InPods Accreditation Management System, and SSR for NAAC processing.
4. Assignment of responsibilities for data updation.

Sl No	Report/ action finalized	Person Responsibility	Target Date	Action taken
1.	The meeting was chaired by the IQAC Coordinator, who began by discussing the Agenda items.			
2.	The Time Table Incharge presented the proposed format for the even semester timetable, highlighting key features and	Ms.A.Prabavathi	28.12.2022	





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3.	considerations. Discussion ensued regarding the format's suitability, clarity, and adherence to academic scheduling standards.	IQAC Coordinator	28.12.2022
4.	Suggestions were provided by IQAC members for refining the format of timetable to ensure comprehensiveness and ease of use.	Ms.A.Prabavathi	28.12.2022
5.	The Time Table Verifier shared insights on the verification process and emphasized the importance of accuracy and consistency in timetable preparation.	Ms.A.Prabavath	
6.	The IQAC Coordinator presented the current status of data for the All India Survey on Higher Education (AISHE), highlighting areas requiring updation and verification.	All IQAC Members	05.01.2023
7.	The IQAC Coordinator provided an overview of the Institutional Performance Indicator Data System (Inpods) and identified data gaps that needed to be addressed.	All IQAC Members	24.01.2023
8.	The IQAC Coordinator shared insights into the Self-Study Report (SSR) preparation process and emphasized the	All IQAC Members	24.01.2023

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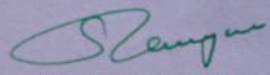
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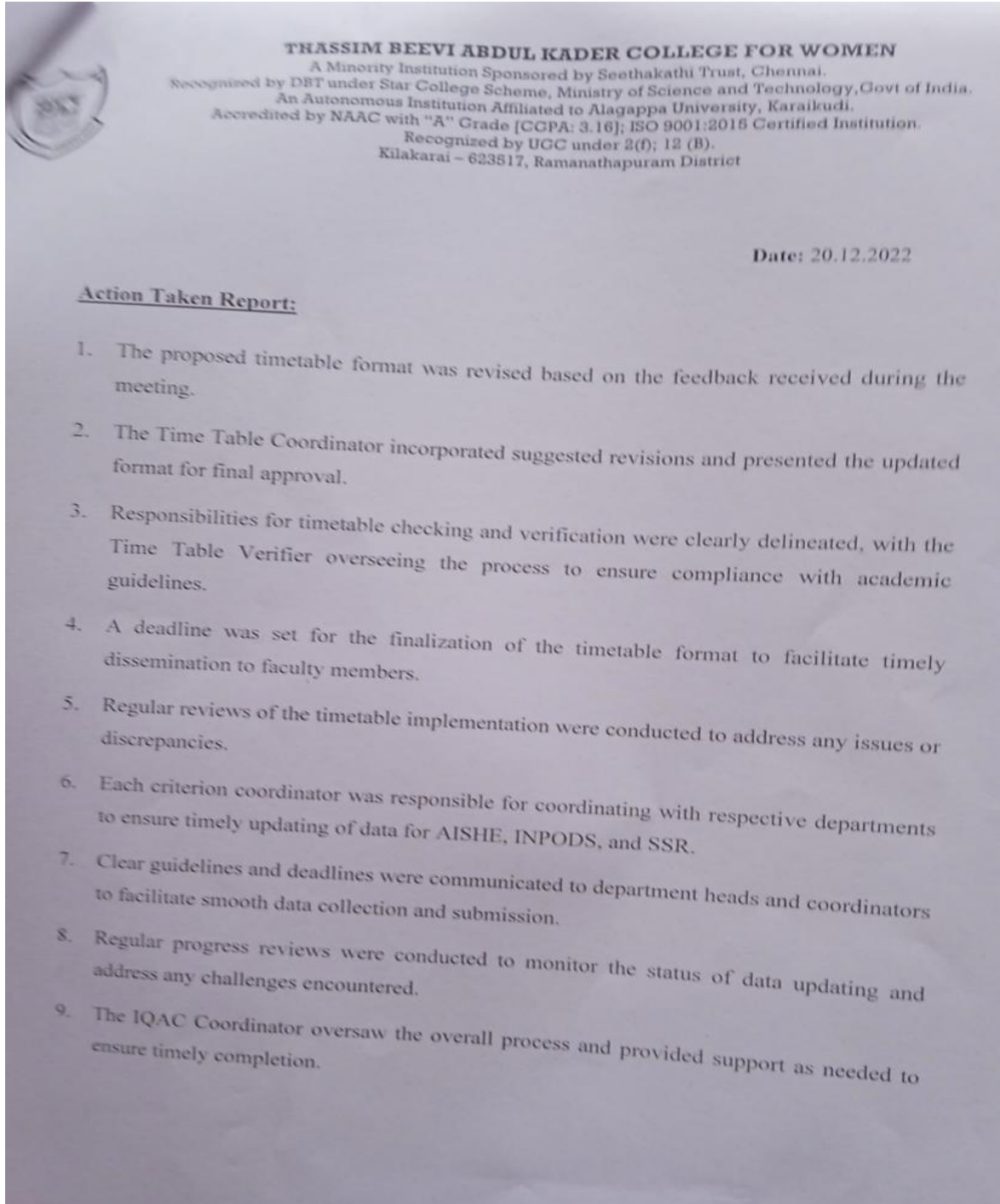
	importance of accurate and comprehensive data collection.			
9.	Discussion ensued regarding the allocation of responsibilities for data updation and verification.	All IQAC Members	31.01.2023	
10.	The need for creating high-quality e-content to support online learning was discussed.	All the faculty members	30.12.2022	

  
Meeting Coordinator  
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# THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN

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## MEETING – ATTENDANCE SHEET

NATURE OF MEETING: IQAC Review Meeting.

Date: 03.02.2023

S.NO	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1.	Ms B Seeni Rahfu Nisha	IQAC Coordinator	English	
2.	Ms K M Buvaneswari	IQAC Member	Home Science - Nutrition and Dietetics	
3.	Ms.M.Nagavalli	IQAC Member	Computer Science	
4.	Ms.K.Barakkath Nisha	IQAC Member	Microbiology	
5.	Dr.H.Fathima	IQAC Member	Tamil	
6.	Ms.A.Prabavathi	IQAC Member	Chemistry	
7.	Ms.Nazreen Banu	IQAC Member	Mathematics	
8.	Ms Tehseem Fathima	IQAC Member	Psychology	

Meeting Co-ordinator  
Thassim Beevi Abdul Kader  
College for Women, Kilakarai.



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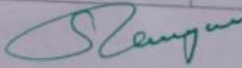
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	<p>certificates of participation or achievements.</p> <ul style="list-style-type: none"><li>● The deadline for submission of monthly reports and the mode of submission, whether through email or a designated online platform.</li><li>● The need for accuracy and completeness in the documentation to ensure transparency and accountability.</li></ul>			
2.	<p><b>Quality Circle Updates:</b> The progress and activities of quality circles within each department were reviewed. It was noted that quality circles play a crucial role in continuous improvement, and their effectiveness depends on regular monitoring and evaluation.</p>	All the Heads of the department and Committee Coordinators.	02.03.2023	
3.	<p>The IQAC Coordinator discussed about the allocation of stock checking duties. The following points were discussed:</p> <p><b>Stock Checking Duties:</b> The need for regular stock checking of departmental books and resources was highlighted. It was suggested that allocating the duty to departments to check their own books would be more efficient and practical.</p> <p><b>Departmental Responsibility:</b> It was proposed that each department be responsible for checking their own departmental books and resources. This would ensure accountability and timely identification of any discrepancies.</p> <p><b>Acceptance:</b> The suggestion to allocate stock checking duties to departments was unanimously accepted by the members present in the meeting.</p>	All the Heads of the department.	07.03.2023	

  
Principal  
Thassim Beevi Abdul Kader  
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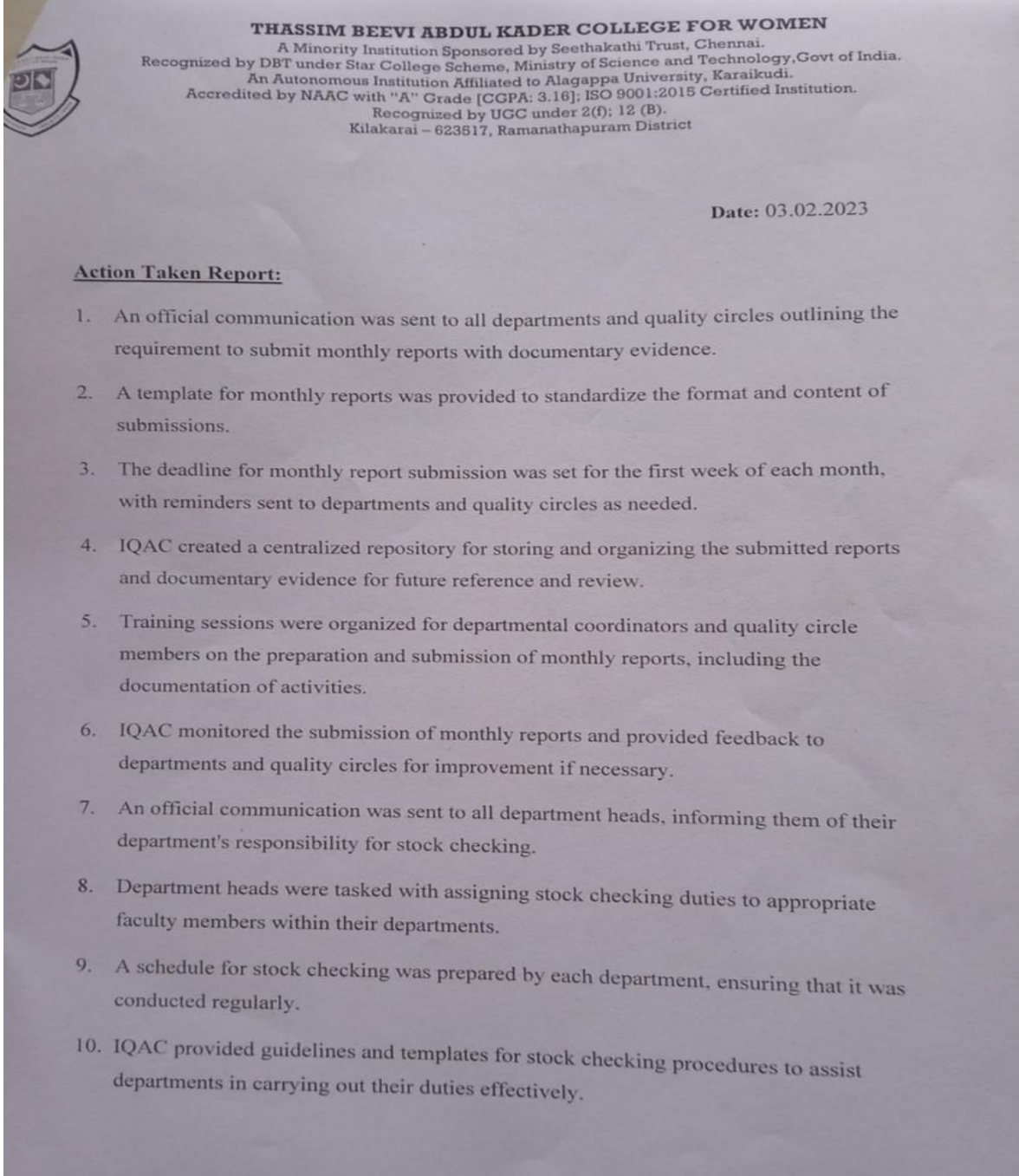
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Date: 03.02.2023

### Action Taken Report:

1. An official communication was sent to all departments and quality circles outlining the requirement to submit monthly reports with documentary evidence.
2. A template for monthly reports was provided to standardize the format and content of submissions.
3. The deadline for monthly report submission was set for the first week of each month, with reminders sent to departments and quality circles as needed.
4. IQAC created a centralized repository for storing and organizing the submitted reports and documentary evidence for future reference and review.
5. Training sessions were organized for departmental coordinators and quality circle members on the preparation and submission of monthly reports, including the documentation of activities.
6. IQAC monitored the submission of monthly reports and provided feedback to departments and quality circles for improvement if necessary.
7. An official communication was sent to all department heads, informing them of their department's responsibility for stock checking.
8. Department heads were tasked with assigning stock checking duties to appropriate faculty members within their departments.
9. A schedule for stock checking was prepared by each department, ensuring that it was conducted regularly.
10. IQAC provided guidelines and templates for stock checking procedures to assist departments in carrying out their duties effectively.

*S. Suresh*



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## MEETING – ATTENDANCE SHEET

NATURE OF MEETING: IQAC Review Meeting.

Date: 03.04.2023

S.NO	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1.	Ms B Seeni Rahfu Nisha	IQAC Coordinator	English	
2.	Ms K M Buvaneswari	IQAC Member	Home Science - Nutrition and Dietetics	
3.	Ms.M.Nagavalli	IQAC Member	Computer Science	
4.	Ms.K.Barakkath Nisha	IQAC Member	Microbiology	
5.	Dr.H.Fathima	IQAC Member	Tamil	
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## MINUTES OF MEETING

NATURE OF MEETING: IQAC Review Meeting

### Members Present:

Date: 03.04.2023

1. Ms B Seeni Rahfu Nisha – IQAC Coordinator
2. Ms K M Buvanewari – IQAC Member
3. Ms.M.Nagavalli - IQAC Member
4. Ms.K.Barakkath Nisha - IQAC Member
5. Dr.H.Fathima - IQAC Member
6. Ms.A.Prabavathi - IQAC Member
7. Ms.Nazreen Banu - IQAC Member

### Agenda:

1. Strategies to Improve Admission
2. Enhancing Teaching Methodologies and Implementing Bloom's Taxonomy
3. Reviewing AQAR Criteria and Responsibilities
4. Strategies to improve quality circle programs.
5. Enhancement of national and international seminars for Star DBT Department.
6. Implementation of smart boards for teaching.
7. Increasing research paper publications in UGC Care journals.

Sl. No	Report/ action finalized	Person Responsibility	Target Date	Action taken
1.	<b>Strategies to Improve Admission:</b>  The meeting commenced with a discussion on enhancing admission procedures to attract more qualified candidates to the college.  Various strategies were proposed,	Admission Committee Members.	28.04.2023	

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	<p>including conducting outreach programs, improving marketing efforts, and enhancing the college's online presence. It was emphasized to streamline the admission process to make it more efficient and student-friendly.</p>			
2.	<p><b>Enhancing Teaching Methodologies and Implementing Bloom's Taxonomy:</b></p> <p>The IQAC members discussed the importance of incorporating innovative teaching methodologies and aligning curriculum design with Bloom's taxonomy. Suggestions were made to encourage active learning, critical thinking, and problem-solving skills among students. It was agreed to provide faculty members with training and resources to integrate Bloom's taxonomy into their teaching practices.</p>	All the Faculty Members.	20.06.2023	
3.	<p><b>Reviewing AQAR Criteria and Responsibilities:</b></p> <p>IQAC members were reminded of their responsibilities in preparing the Annual Quality Assurance Report (AQAR). It was advised to review the criteria outlined in the AQAR and ensure compliance with quality assurance standards. Each member was tasked with reviewing their respective areas of responsibility and providing input for the AQAR.</p>	IQAC Members	10.05.2023	



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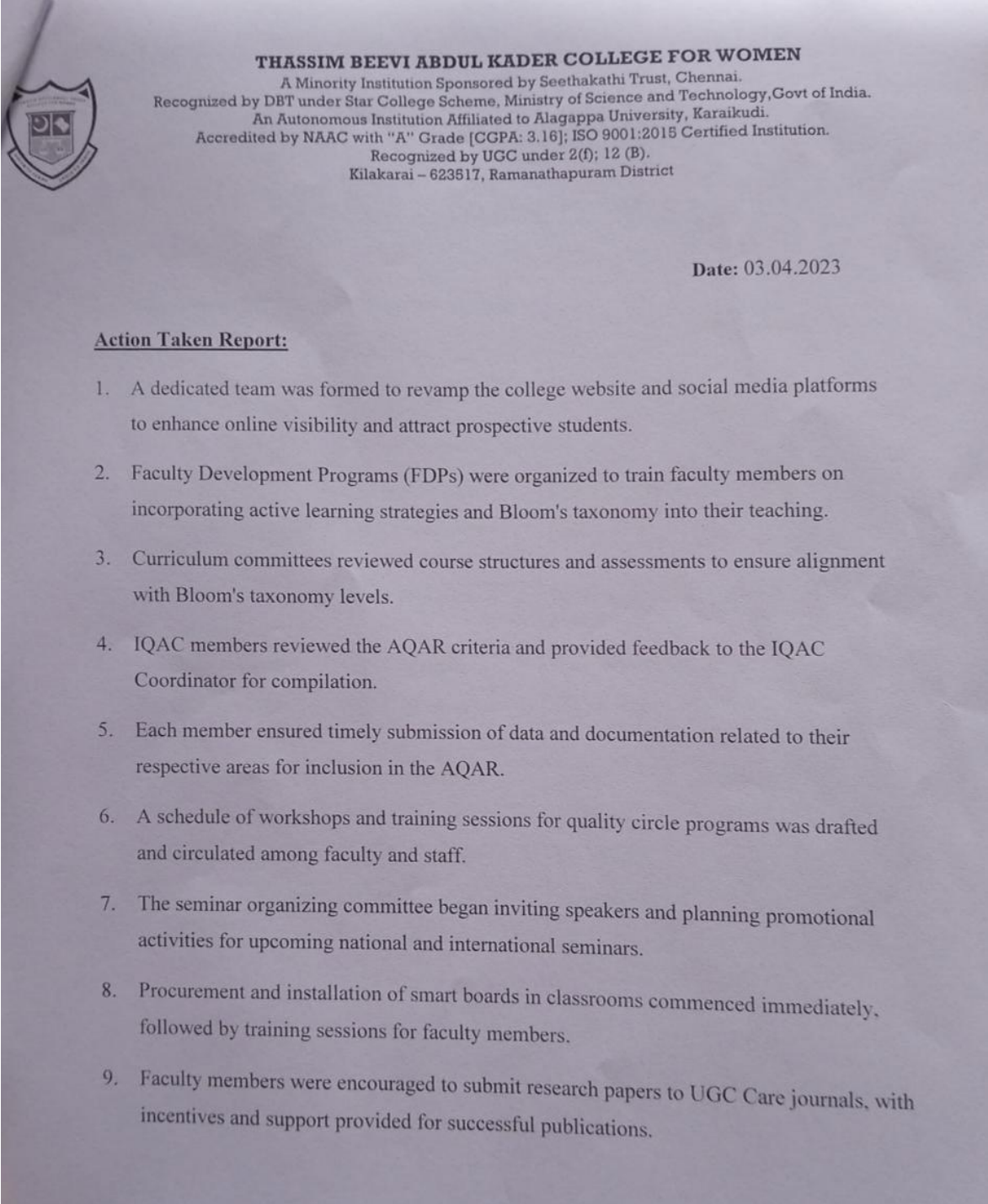
4.	The IQAC members discussed the need for enhancing the quality circle programs. It was suggested to organize regular workshops and training sessions to equip faculty and staff with the necessary skills for effective participation in quality circles.	All Committee Members	28.06.2023	
5.	The committee deliberated on ways to elevate the standard of national and international seminars conducted by the Star DBT Department. It was decided to invite renowned speakers and scholars, and to actively promote the seminars through various channels to attract wider participation.	All DBT Department	28.06.2023	
6.	Emphasizing the importance of technology in education, it was unanimously agreed that all faculty members must utilize smart boards for teaching purposes. Training sessions will be organized to familiarize faculty with the functionalities of smart boards.	All Faculty members.	04.07.2023	
7.	The members recognized the significance of research paper publications in UGC Care journals. To encourage faculty engagement in research, it was decided to provide incentives for publications and to organize workshops on academic writing and paper submission procedures.	All Faculty members.	15.07.2023	

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