

## MEETING ATTENDANCE SHEET.

MEMBERS PRESENT 7  
 NATURE OF THE MEETING: GENERAL GUIDELINES

S.No.	NAME.	DESIGNATION.	DEPARTMENT	SIGNATURE
1.	SEENI RAHFUNISHA.B.	Co-ordinator.	English.	
2.	MS. MURUGESWARI.	Member.	Computer Science.	
3.	MS. NOORIYA.	Member.	Mathematics.	
4.	MS. FATHIMA RUSTHA.S	Member.	Commerce	Farthi
5.	MS. BUVANESWARI.K.M.	Member	Home Science.	
6.	MS. NOORUL SAMSON MAHARIFA.	Member	MicroBiology.	Alsharif
7.	MS. NAREEMA FARVEEN.	Member.	Arabic	Samma
8.	MS. LAKSHMI SHREE	Co-ordinator Staff Development.	Home Science.	Shree


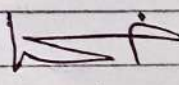
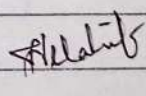
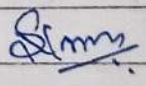
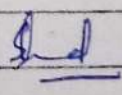
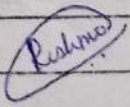
S.No.	ACTION TO BE TAKEN.	PERSON RESPONSIBLE	TARGET DATE	ACTION TAKEN REPORT.
1.	Duty list of forthcoming events must be ready atleast 15 working days before the scheduled date. Due to situations, date may happen to change. But duty will be the same.	Members.	-	Done.
2.	Due to late circulation of duty Alumna Meet duties was not properly carried out by the incharge staff members.	Members.	-	-
3.	<p>Active Alumnae of the institution suggested two points as</p> <ul style="list-style-type: none"> <li>* All the final year students of UG and PG to be given proper Orientation to use Alumnae web portal with user manual instruction</li> <li>* Alumnae Registration to be made as compulsory for. No due clearance.</li> <li>* Alumnae Registration must contain their college Register number as User ID and their official phone number as password.</li> <li>* Website to be designed accordingly.</li> </ul>	Alumnae in-Charge.	1.2.20.	Forwarded to Alumnae Committee

S.No	ACTIONS TO BE TAKEN.	TARGET DATE	PERSON RESPONSIBLE	ACTION TAKEN REPORT.
4.	+ Bench mark Review to be done. + AISHE work to be completed. as earlier as possible.	1.2.20. 1.2.20.	Members In-Charge.	
5.	Internal Audit schedule to be finalised as 28 <sup>th</sup> and 29 <sup>th</sup> of January	28 <sup>th</sup> and 29 <sup>th</sup> January.	Internal Auditors	Done.
6.	Research workshop to be organised in association with Research Committee	Research In-Charge		
7.	Vice Principals are to be requested to create official email-I.D.			
8.	Academic performance indicator is combined with self appraisal of the faculty as recommended by UGC. The Ugc API, will be followed for the Annual year 2019, Jan-Dec. As per Ugc public notice announced on 16.9.19, the faculty members should publish only Ugc CARE Reference list of quality journal and the same shall be followed in the API from next annual year 2020 onwards.	J.R.A.C. ¶ Quality Circle for Staff Devp.		
	The meeting was adjourned with thanking note.			

# MEETING ATTENDANCE SHEET.

MEMBER PRESENT : 10.

- NATURE OF THE MEETING.
- \* online feedback Mechanism.
  - \* Late coming staff members.
  - \* Out Come Based Education workshop.
  - \* Counselling on Higher Education.
  - \* Softskill Classes.

S.No.	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1.	Ms. SEENI RAHFU NISHA.B	Co-Ordinator.	English.	
2.	Ms. MURUGESWARI.	Member	Comp. Science.	
3.	Ms. NOORIYA.	Member	Mathematics.	
4.	Ms. FATHIMA RUSTHA.S	Member	Commerce.	Far.Pra
5.	Ms. BUVANESWARI.K.M.	Member	Home Science	
6.	Ms. NOORUL SAMSON MAHARIFA.	Member	Microbiology.	
7.	Ms. NASEEMA FARVIN.	Member	Arabic.	
8.	Dr. SALVATA AHMED.	Co-ordinator <sup>i/c.</sup>	Student welfare	
9.	Ms. RESHMA. RAMESH	Member	Stud. welfare	
10.	Ms. KARTHIKA.	Member	Stud. welfare	K.K.P.

S.No	ACTION TO BE TAKEN.	PERSON RESPONSIBLE	TARGET DATE	ACTION TAKEN REPORT.
1.	<p>As feedback form and other procedures are followed only by IQAC. feedback Committee is not able get any information. It is decided in the meeting that, all the details related to feedback shall be directly channelised through feedback Committee.</p> <p>Final Result shall be send to IQAC. through official e-mail ID.</p>	Ms. Fathima Hakeema.		Informed to Fathima Hakeema Co-ordinator, Feedback Committee.
2.	<p>Faculty members who have come late to the college more than three days to be called and warning meeting is to be conducted to them. with the instruction that next month onwards Memo will be issued, if the late exceeds three times in a month.</p>	IQAC members.		Warning meeting was conducted.
3.	<p>Outcome Based Education Curriculum workshop is planned for two days on 13<sup>th</sup> and 14<sup>th</sup> of February. as it is conducted by Curriculum Development Cell jointly with IQAC. Duties to be shared by both the Committee members no common duty will be allotted.</p>	Curriculum Development Cell.		Due to NAAC visit to their University Resource Person is not able to come. so the workshop was postponed.


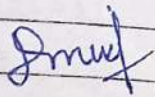
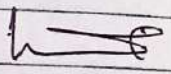
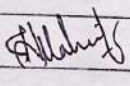
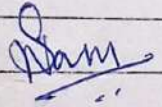
S.No.	Action To Be Taken.	PERSON RESPONSIBLE	TARGET DATE	ACTION TAKEN REPORT.
4	Counselling Programme for all the final year UG and PG students to be conducted, with the theme of Higher education and Professional upliftment. as earlier as possible.	Student Welfare Committee.		Action taken.
5	<p>The following grievances were received from the PG students regarding soft skill classes.</p> <ul style="list-style-type: none"> <li>* NO syllabus is given till date</li> <li>* No material is given (or) source of information is given.</li> <li>* Venue is not standard</li> <li>* Classes <sup>are</sup> not conducted properly.</li> </ul> <p>The above issues are to be addressed in the Heads meeting as this paper is passed in Academic Council meeting by Computer Science department.</p>	Student Development Committee.		
6	<p>As FOMBA. Reviews meeting is demanded by the faculty members, as dress code is not properly maintained on that day, and stage events are highly dominated by vulgar civil songs and background music.</p>	IQAC Members.		Not Conducted
<p>The meeting is adjourned with the thanking note.</p>				

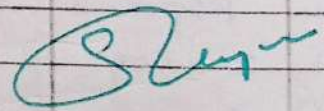
22.06.20

## Meeting Attendance Sheet.

Online Meeting

Date of the Meeting : 22.06.20 (2-30 - 3.30 pm)  
 Nature of the Meeting : Discussion on Benchmark on Teaching Learning and Evaluations during Pandemic - Covid'19.  
 2. NIRF Benchmark guidelines  
 3. Website Benchmark Guidelines.

S.No	Name	Designation	Department	
1.	Ms. B. Seeni Raju Nisha	Asst. prof	English	
2.	Ms. D. Murugeswari	Asst. prof	Computer Science	
3.	Ms. K. M. Bhuvaneshwari	Asst. prof	Home Science	
4.	Ms. Noorul Samsoon Maharifa	Asst. prof	Microbiology	
5.	Ms. Naseema Farvin	Asst. prof	Arabic	



(Continue) . 22.06.20

S.No	Action to be Taken	Per. Resp.	Target Date	Action Taken
1.	Owing to the COVID'19, the Teaching Learning situation changed and it was decided to prepare separate Benchmark for Teaching, Learning and Evaluation.	IQAC Co-ordinator	Before the Commencement of New Semester.	Benchmark Framed and Circulated in the Admin Forum
2.	As the college was not in the Ranking list for 19-20 also, IQAC decided to identify the gaps in the Ranking framework and Benchmarking shall be done with the top 10 NIRF Colleges.	Ms. Noorul Samsun Maharifa.	Before Next IQAC Meeting	NIRF Benchmarking done and discussed in the IQAC Meeting 16/06/20
3.	Website Benchmark shall be done as most of the colleges designed and uploaded all the required documents in the website. Ten websites will be the sample for the website Benchmark.	Ms. S. Naseema Farvin	Before Next IQAC Meeting.	Website Benchmarking done and discussed in the IQAC Meeting on 21/08/20



21.08.20

Online Meeting

Date of the Meeting

21.08.20

(2.30pm - 5.30pm)

Nature of the Meeting

1. Teaching Learning Benchmark 2020-2021
2. Website Benchmark presentation
3. NIRF Benchmark presentation
4. AQAR (18-19) update

(Continue) 21.08.2020

Action to be taken		Action taken Report
1. Teaching Learning Benchmark 2020-2021 was presented and the file shared. Principal suggested to include employability skills in the Benchmark.	Ms. B. Seeni Rahju Nisha Before the Commencement of the semester.	Teaching Learning Benchmark finalized with due additions.
2. Website Benchmark was presented by Ms. Naseema Farvin. Principal informed to do the necessary changes in the website as recommended by I&AC	Ms. N. Nagalakshmi 2020-21	The PPT was shared to Ms. Nagalakshmi to follow up the website recommendations. It was forwarded to the website In-Charge and the work in progress.
3. NIRF Benchmarks was presented by Ms. Nooral Samson Mahariya. The following recommendations were suggested by I&AC. 1. Faculty qualification shall be as per UGC Norms. 2. Placement and Higher Education Details shall be tracked and the activities shall be strengthened. 3. Steps shall be taken up to improve other state student Enrollment. To track the progress of the students in Placement and Higher Education Ms. Nagalakshmi	I&AC members. Before Next Meeting.	1. Note Order sent to all departments to improve qualification as per NBC. 5. Will be discussed in the Planning Committee Meeting  Informed to the

21.08-2020

librarians

recommended to utilise  
faculty from Department of  
Library.

4. AQAR (18-19) preparation  
status shared with the  
principal at the end of  
the Meeting

IQAC Before  
members 30.10.20

AQAR presented in  
the MRM on  
15/10/20. Uploading  
under process. ✓

151.  
07.09.2020

(Online)

Date of the Meeting : 07/09/2020 (2.30pm - 4.00pm).

Nature of the Meeting :  
1. AQAR discussion  
2. Examination SOP  
3. Faculty Leave  
4. Staff Relieving formalities.

07/09/2020

(Online)

1. AQAR.

The following were discussed re: AQAR.

1. Change of format in 20-21

2. Conduct of students satisfaction survey.

3. Preparation of Action taken Report.

Principal suggested to inform the changes to the HODs and faculty members and also recommended to conduct the survey through class teachers through to reach all students.

Principal also suggested to utilise the faculty from the departments to complete AQAR.

IQAC  
Members

30.10.20

AQAR &

SSS with Action taken Report completed and uploading under process.

2. Principal informed the controller of examination to prepare the SOP for exam.

Common guidelines shall be prepared by IQAC and it shall be uploaded in the college website before

Controller

&  
IQAC  
Members

Before  
final  
ESE

SOP uploaded in the website.

07/09/2020

(Online)

the conduct of exams.

3. Regarding faculty leave principal suggested to send their leave request in leave form forwarded by HoD through email.

Ms. Nagel's  
mi 2020-  
(OS) 2021  
Pandemic  
Period

Faculty started

4. Faculty those who have given notice shall be relieved and the intimation shall be given to the HoDs to complete the formalities.

OS After Informed to  
the all the HoDs  
completion  
of ERP  
entries

Date of the Meeting : 28-09-2020. (4.00-6.00pm)

Nature of the Meeting: MRM submission in SSR format.  
(Online)

28.09.20.

(Online)

1. IQAC requested all the departments, Office, COE, to submit their activities in SSR format. As AQAR for the academic year 19-20 shall not be deviated from the SSR report in future. In this perception, all the information provided with all the supporting documents is expected for filling out the AQAR 19-20.

The following areas are identified as weak

1. Less number of faculty with PhD.
2. Inadequate research publication.
3. Inadequate research proposals.
4. Less Start ups.

All  
HODs

OS /  
COE /

IQAC

Co-Ordinators.

6.10.20

MRM  
Conducted  
online  
for

6.10.20 to  
15.10.20

from.

4 PM - 5.30 PM.

Vice Principal Academic and Administration felt it as repetition of work and earlier it was not submitted. In this way, it shall be well informed earlier through meeting to avoid controversy.



28-09-20

(Online)

IQAC Coordinator requested  
the HODs to submit the  
MRM presentation as  
expected. Another seven  
days will be given to  
prepare presentation.

MRM scheduled on 28.09.20  
will be postponed to 6.10.20