



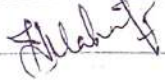




# Meeting Attendance Sheet

Member present :

8

Nature of Meeting :

IOAC

S.No	Name	Designation	Department	Signature
1.	<del>Dr.</del> Dr. S. Sumaiya	principal	Home Science	
2.	Mr. Kasim Khan IIT, Mumbai			
3.	Ms. Seeni Rajju Nisha. B	Co-ordinator	English	
4.	Ms. Noorul Samsoon Mahasifa.	Member	Microbiology	
5.	Ms. Buvaneshwari K. M.	Member	Home science	
6.	Ms. Rajeswari, R	Member	Mathematical	
7.	Ms. Haleema	Member	computer science	
8.	Ms. K. Manimekalai	Member	Commerce	



## Action to be taken

Person Responsibility	Target Date	Action taken Report.
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The following matters were discussed and the resolution was passed in the meeting.

The meeting was started with the welcome notes of Madam principal. The principal introduced Mr. Kasim Khan, IIT, Mumbai, to all the members. Discussion regarding quality assurance and self-appraisal was held and she instructed the members to analyse the gaps and fix them with innovative ideas. Mr. Kasim Khan suggested the following to enhance the quality and strengthen the system.

* All the faculty members and stakeholders to be made well aware of the ranking system through proper training and sensitization program.	To All the Faculty members	
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* Well structured planning to be done for the betterment of the next assessment.	To all the HODs, Department and Committee coordinators	
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* Placement and research activities to be strengthened in all aspects.	Research and Placement Committee and Coordinators	Director - Research & Industry Institute relation will be appointed for Intensive Placement & Research activities
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S.No	Action to be taken	person Responsibility	Target date	Action taken Report
*	The members and coordinators of IQAC are instructed to benchmark with the other autonomous colleges like St. Francis College.	To all the IQAC Coordinator		
*	Every activity of the institution must be properly documented and recorded.			
*	Every minute of the meeting and agenda shall be approved after proof reading.			
*	Students and parents shall be given awareness regarding placement opportunities and their future scope. Members of the quality circle of placement shall identify the challenging areas and fix them with new ideas.	To the Placement and PTA Committee	02.09.2021 II, III, IPG 28.09.2021 IUG, IPC	Orientation given by Principal and Director - Research and industry instilling relation regarding the placement and Career.
*	Measurements to be taken to improve the quality of research and NIRF Ranking.	Research committee & IQAC		
*	Feedback Mechanism to be updated to ERP. All courses contents shall be downloaded from the spoken tutorial website for future Reference.	ERP Coordinator Feedback committee Spoken tutorial Incharge		

S.No	Action to be taken	Person Responsibility	Target report	Action taken Report
	* It was recommended to improve the research collaborations with other reputed institutions.	Research Committee		
	* It was suggested to follow-up the annual self-assessment and to follow up the progress and train the faculty in the area of weakness.	To all the HoD's		
	* Mr. Kasim Khan suggested for developing modules for the Campus Management internally and outsourcing shall be avoided to preserve the data.			
	<p>* Instead of MS teams, preference shall be provided for the open source software. Mr. Kasim Khan recommended the following software's:</p> <ol style="list-style-type: none"> <li>1. SAFE</li> <li>2. Bothi Tree</li> <li>3. JITSI</li> <li>4. Big Blu button</li> </ol> <p>Licensed software, data, and network policy shall be updated to strengthen the security purpose.</p>			
	* Measure to be taken do			

S.No	Action to be taken			
	improve the research activities like paper presentation, publication and proposal with funding agencies.	Research Committee	02.08.2021	Monthly research meetings through Research Committee is conducted Department wise
	* Ph.D Registration shall be made compulsory for all the faculty members.	To all the HOD's		
	* It was suggested that instead of contain SOP by-laws shall be created for the welfare of the institution.			
	* Purchase through GEM portal.			

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	* Ph.D Registration shall be made compulsory for all the faculty members.	To all the HOD's		
	* It was suggested that instead of certain SOP by-laws shall be created for the welfare of the institution.			
	* Purchase through GEM portal.			

19.03.2021

## Meeting Attendance Sheet

Nature of Meeting : IQAC  
 Member Present : 7

S.No	Name	Designation	Department	Signature
1.	Dr. S. Sumaya	Principal	Home science	
2.	Ms. Seeni Rajya Nisha	IQAC Co-ordinator	English	
3.	Ms. Noorul Samson Makarifa	Member	Microbiology	
4.	Ms. Buvaneshwari K.M	Member	Home Science	
5.	Ms. Rajeswari R	Member	Mathematics	
6.	Ms. K. Manimekalai	Member	Commerce	
7.	Ms. Fatima Kalama	Member	Computer Science	
				

S.NO	ACTION TO BE TAKEN	PERSON RESPONSIBILITY	TARGET DATE	ACTION TAKEN REPORT
	The following matters were discussed and resolution was passed in the meeting:			
1.	The meeting was started with the welcome notes of Madam Principal.			
	1. Principal Madam instructed to prepare the self-nominated form for Deans, Chief Superintendent and Controller of Examinations on or before 31 <sup>st</sup> March 2021.	To all the Faculty members		
	2. Academic Calendar Committee asked to prepare and take printout for 2021. To Inform the Calendar Committee to get ready with Soft Copy and Soft Copy for the next academic year.	Academic Calendar Committee		
	3. Finalized the sports day to be on 3 <sup>rd</sup> April and academic day on 10 <sup>th</sup> April 2021.	To the HoD of Physical Education		
	4. IQAC Shall create a new Website Committee and also Website updating to be done properly.	To the Website Incharge and IQAC Member		





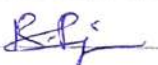



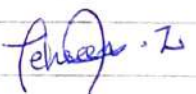


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	5. Madam Principal Suggested the IQAC to check the Spoken tutorial online free Courses available in all the departments and to inform the Concern departments .	To all the IQAC Coordinators		
	6. March 31 <sup>st</sup> Graduation day duties register has already prepared and asked to be get the Signature from the faculty incharge of Various duties			
	7. TBIC Students shall participate in innovations cell which will be held on 27 <sup>th</sup> March 2021. Internal exam has to be prepared for those Students.	TBIC Coordinators		
	8. It is discussed to inform to ERP Co-ordinator Ms. Nagajothi to solve the problem regarding Student's satisfaction survey and feedback.	ERP Coordinator		
	9. For the Academic year 2020-2021 IQAC members upload the AQAR. Faculty incharge for all the Criteria are expected to finish their			

S.NO	ACTION TO BE TAKEN	PERSON RESPONSIBILITY	TARGET DATE	ACTION TAKEN REPORT
	<p>Work without delay</p> <p>Criteria I &amp; II - Ms. Samsoon  Criteria III - Ms. K.M. Buvanewari  Criteria IV &amp; VI - Ms. K. Manimekalai  Criteria V - Ms. Rajeswari  Criteria VII - Ms. Haleema</p>			
	<p>10. To instruct the students to fill the feedback form in ERP for the Academic Year 2020-2021.</p>	<p>Feedback Committee.</p>		
	<p>11. Following Duties Allotted for IQAC Members for Part - A.</p> <p>1. Contribution made by IQAC - Ms. KM Buvanewari &amp; K. Manimekalai.</p> <p>2. Qualities initiatives - Ms. Samsoon &amp; Rajeswari</p> <p>3. Plan of Action - Ms. Rauf Nisha &amp; Haleema.</p>			

## Meeting Attendance Sheet

Nature of Meeting : IQAC  
Member Present : 9

S.No	Name	Designation	Department	Signature
1.	Dr. S. Sumayaa	Principal.	Home Science	
2.	Ms. Seeni Rajfu Nisha	IQAC Co-ordinator	English	
3.	Ms Noorul Samsoon Mahaija	Member	Microbiology	
4.	Ms Buvaneshwari K. M	Member	Home Science	
5.	Ms. Rajeswari	Member	Mathematics	
6.	Ms. B.A. Hadhijath Mahira	Member	Computer Science	
7.	Ms. Roona Parveen	Member	Computer Science	
8.	Ms. R Shibana	Member	Commerce	
9.	Ms. Tehseem Fathima	Member.	Psychology	



S.No	ACTION TO BE TAKEN	PERSON RESPONSIBILITY	TARGET DATE	ACTION TAKEN REPORT
	The following matters were discussed and the resolution was passed in the meeting			
1-	The meeting was started with the welcome notes of Madam Principal			The workload has been decided to have minimum of 18 hours for the Faculty, 16 hours for the department HOD, IQAC Members, Chief Supervisor, placement coordination, 12 hours for IQAC Coordinator, PC or Resour. department HODs, 6 hours for director
	1. The Workload has been discussed. Minimum 18 hours for all the faculty members, 17 hours for placement and research committee members	To all the HOD's		
	2. Since from inception our college is registered as "The Thasim Beewi Abdul Kader College For Women" in the AISHE Portal. This shall be the reason for the missing of NIRF Ranking	IQAC		The letter is been sent to the AISHE Portal
	3. All the IQAC members have to be updated with NIRF details and conducted a Workshop or Webinar on NIRF	To all the IQAC members		The Workshop was not conducted
	4. As our college being the Centre for TNPSC Exam, We are declaring it as Work from home from 16.08.21 to 18.08.2021 and 23.08.2021			The Work from home was not declared the College was working in offline mode

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5.	Regarding the independence day, the reporting timing is as usual timing 8:45am. All the local students to be invited for the independence day celebration	IQAC		The program was conducted and the Local students was invited
6.	Website has to be updated with New Staff profile, The Website is given to the new company	Ms SHabeela Mohamed Sathak Amira.		The Website is been updated
7.	For startup India atleast 10 start up has to be started. At least one start up from each department should be encouraged.	TB IIC		
8.	Working Time relaxation for the non-teaching staff who are coming from a distance place alone shall be permitted	Office Superintendent		The time relaxation was given to the non-teaching staff
9.	The Training will begin for the final year students related to Wipro and Infosys company.	Placement		The Training was conducted for the 3 <sup>rd</sup> year students from
10.	MRM Recommendation will be included in the internal academic and administrative -	IQAC		

S.No	ACTION TO BE TAKEN	PERSON RESPONSIBILITY	TARGET DATE	ACTION TAKEN REPORT
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audit criteria for further department improvements.





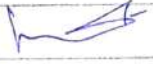
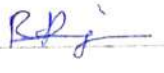




11. Alumni Startup registration need to be strengthened.

The meeting was adjourned at 2:20pm.

## Meeting Attendance Sheet

Nature of Meeting : IQAC

Member Present : 10

S.No	Name	Designation	Department	Signature
1.	Dr. S Sumaya	Principal	Home Science	
2.	Dr. Ms Irufan Ahamed	Director - Research & Indus- try Relations	Computer Science	
3.	Ms. B Seeni Rahju Nisha	IQAC- Coordinator	English	
4.	Ms. N Nagalakshmi	Office - Superintendent	Office	
5.	Ms. KM Buvanewari	Member	Home science	
6.	Ms. R Rajeswari	Member	Mathematics	
7.	Ms. R Shibana	Member	Commerce	
8.	Ms. Padhijath Mahira	Member	Computer Science	
9.	Ms. S Reena Parvin	Member	Computer Science	
10.	Ms. Z. Tehseem Fathima	Member	Psychology	



S.No	Action To Be Taken	Person Responsible	Target Date	Action Taken
1.	<p>The following matters were discussed and the resolution was passed in the meeting.</p> <p>The meeting was started with Madam principal and Director sir addressing IQAC</p>			
	1. IQAC cell has to be strengthened and need to work at the grass root level	All the IQAC Member	June 2022	
	2. All the IQAC Members have to enhance their skills and become Consultants.	All the IQAC Member	June 2022	
	3. To clearly understand the needs of higher education and find the gap, takes measure to fill the gaps through performance and activity	All the IQAC Member	June 2022	
	4. IQAC has to take initiative for OBE, regarding which we shall invite the principal of Kristu Jayanthi College, Bangalore to guide our College	All the IQAC Member	June 2022	



S.No	Action To Be Taken	Person Responsible	Target Date	Action Taken
5.	Apart from teaching, we must involve our students for research and extension programs.	All the IQAC Member	June 2022	
6.	We need to integrate, Collaborate and Connect with others and create a proactive platform for our faculty members	All the IQAC Member	June 2022	
7.	We need to help our faculty internally to do research paper, presentation and publications to build the confidence of the staff and train them to present in another place	All IQAC Member and Research Committee	June 2022	
8.	Peer review committee to be formed and review the research paper and publication of our faculty	All the IQAC and Research Committee	June 2022	
9.	IQAC should take the initiative to implement OBE and need to cooperate with the Curriculum Development Cell.	All the IQAC Member and Curriculum development Cell	31 <sup>st</sup> December 2021	The entire department has designed and developed the Syllabus for OBE for the academic year 2022-23

S.No	Action To Be Taken	Person Responsible	Target Date	Action Taken
10	Need to develop software for documentation to collect from all departments.	All the IQAC Member and Software team	June 2022	
11	All the report has to revamped, standardized and checked thoroughly and to be submitted to the principal and director at least a day before for signature	All the IQAC Member	June 2022	All the documents are under the process of revamping and standardized
12	The Graduation date to be fixed	All the IQAC member	27.03.22	The Graduation day was conducted on 27.03.22
13	The holiday on behalf of Christmas to be declare on 24 <sup>th</sup> and 31 <sup>st</sup> of december 2021	All the IQAC Member	22.12.2021	The college has been declared as holidays from 24 <sup>th</sup> and 31 <sup>st</sup> of December 2021
14	Pongal and Study holidays for students to be given from 14 <sup>th</sup> January 2022 to 18 <sup>th</sup> January 2022	All the IQAC Member		The college has been declared as holiday from 14 <sup>th</sup> January 2022 to 18 <sup>th</sup> January 2022.
15	Pongal and Study holidays for staffs to be given from 14 <sup>th</sup> January 2022 to 17 <sup>th</sup> January 2022	All the IQAC Member		The College has been declared as holiday from 14 <sup>th</sup> January 2022 to 17 <sup>th</sup> January 2022

S.No	Action To Be Taken	Person Responsible	Target Date	Action Taken.
16.	All the report has to be collected via Google drive and close when the deadline is over	All the IQAC Member		Most of the document and details have been started. Standardized, Collected through Google drive (Monthly report, Day Assessment)
17.	The entire department should do the Day Assessment and Submit	All the IQAC Member		The Departments, which haven't done the day assessment are been identified and addressed to the respective HoDs.
18.	All the outgoing official email has to be sent to the principal and director	All the IQAC Member		All the official emails have been cc to the principal and director
19.	The feedback has to be filled by students using the labs in College	IQAC and feedback Committee		
20.	Need to develop Software for documentation to collect from entire department	IQAC Member and Software team, ERP	June 2022	
21.	The College policies are been reframed and it will be released soon.		June 2022	Reframing of policies is under process.

S.No	Action To Be Taken	Person Responsible	Target Date	Action Taken
22.	The office documentation has to be updated and give training to office staff.	Ms. N Nagalakshmi	28.01.2022	The Training is been given to the office staff.
23.	The entire certificates submitted by the staff have to be checked properly	Ms. N Nagalakshmi	08.01.2022	The entire certificates is checked and updated the list.
24.	As per the UGC Norms, We need to formulated the promotion and appraisal for the entire faculty who have more than 8 years of experience.	Ms. N Nagalakshmi	June 2022	The work is under process and shall implement after the policies is been reframed
25.	The TC to be with hold for those who have not paid the fees	Ms. N Nagalakshmi	14.02.2022	Letter is been sent to all the students who have not paid fees.
26.	The alumnae meet date has to be fixed	Alumnae Committee		
27.	A Throw ball match to be conducted for the alumnae	Alumnae Committee	29.12.2021	The Throw ball match was conducted on 29.12.2021

28.	A Walkathon to be Conducted along with alumnae to Create awareness on segregating the waste and Keep 'Kilakarai'	Alumnae Committee	30.12.2021	The walkathon was conducted on 30.12.2021
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29.	Software for OBE has to be finalized and need to have customized software	Software team and Curriculum development cell	16.02.2022	ADMS Set up meeting through google meet
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30.	The ERP is unable to integrate the timetable to generate the feedback.			
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The meeting was adjourned at 1:30pm