17.03.2022

Meeting Attendence Sheet

Nature of meeting : IQAC
Member present : 10

S.NO	Name	Designation	Department	Signature
1.	Dr. MS Irfan Ahamed	Director - Research & Industry Relation	Computer Science	
2.	Ms. B Seeni Rahfu Nisha	IQAC Co-ordinator	English	
3.	Ms. KM Buvaneswari	Member	Home Science	
4.	Ms. R Rajeshwari	Member	Mathematics	
5.	Ms. R Shibana	Member	Commerce	
6.	Ms. BA Hadhijath Mahira	Member	Computer Science	
7.	Ms. S Reena Parvin	Member	Computer Science	
8.	Ms. Z. Tehseem Fathima	Member	Computer Science	
9.	Ms. Dhanya Mol	Member	English	
10.	Ms. N Nagalakshmi	Office - Superintendent	Office.	

S.No	Report/Action to be taken	Person Responsibility	Target Date	Action taken Report
1.	The following matters were discussed and the resolution was passed in the meeting			
	The meeting was started with Director sir addressing the IQAC			
	1. The IQAC and office of the College is responsible to submit the Compliance Report as per regulations 2018 for autonomous college from UGC.			
	2. As there were totally 7 types of documents required for the above UGC Regulation for autonomous College, the work was distributed among the IQAC and office.			
	3. The 1st - Criteria-Details of the constitution of following Statutory bodies, as per the regulations/ Guidelines. Governing body, academic Council, Board of Studies,	Ms. B Seeni Rahfu Nisha.	21.03.2022	

SNo	Report / Action Finalized	Person Responsible	Target Data	Action Taken
	Financial Committee.			
4.	The 2nd Criteria - Details of the Constitution of the following Non statutory Committees as prescribed in the Regulation / Guidelines. Planning and Evaluation Committee, Grievance redressal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Sexual Harassment Committee, Extra-Curricular Activities, Academic Audit Committee.	Ms. B Seeni Rahfu Nisha	21·03·2022	All the documents and details were been collected verified and uploaded to the website as well as Submitted the UGC
5.	The 3rd Criteria details of establishment of IQAC Cell, External Peer Team Comprising of academicians of reputed, report of the external peer team review, uploaded on the Website of the College	Ms. R Shibana		
6.	The 4th Criteria - Screenshots of the information uploaded on the College Website regarding the Courses offered, the fees for the	Ms. N Nagalakshmi		

S.No	Report / Action Finalized	Person Responsible	Target Data	Action Taken

Courses, the details of the Faculty along with qualification and Unique ID, the admission procedure, the details of relevant infrastructures, research activities of the College along with the details of PhD Students enrolled, if any, With the dates of enrolment, topics and Supervisor.

S.No	Report / Action Finalized	Person Responsible	Target Data	Action Taken
7.	The 5th Criteria - Screenshot of the uploaded information on College website regarding Creation of Various Committees/ Cells as mandated in the Various UGC Regulations notified from time to time	Ms. R Rajaesh -wari	21.03.2022	All the documents and details were been collected verified and uploaded to the website as well as Submitted the UGC
8.	The 6th Criteria — Whether the College has been Conducting meetings of the statutory bodies regularly and uploading the minutes of the meetings on the College website. Copies of the minute(s) of the meeting(s) may be provided.	Ms. Km Buvan -eswari		

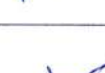|			
9. The 7th Criteria - Screenshot of the undertaking uploaded on the College website to the effect that all the regulations notified by the UGC Shall be followed in the letter and spirit.	Ms. N Nagalakshmi		
10. As per the director's instruction the details from office has to be Submitted by 18.03.2022 at 12:30 pm to the IQAC Cell.	Ms. N Nagalakshmi	21.03.2022	All the documents and details were been Collected verified and uploaded to the website as well as Submitted the UGC
11. The uploading work has to be Carried out by the system in charges.	Ms. S Reena Parvin		
12. The Collected data has to be verified and then to be Submitted through proper Channel.			
13. All the documents have to Submit with in the given period of time			
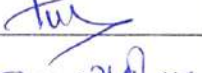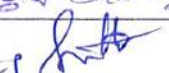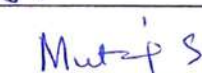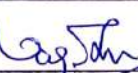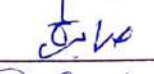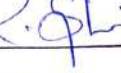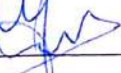
The meeting was adjourned at 4:00 pm
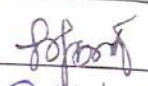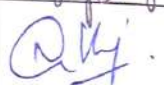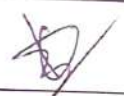
Minutes of Meeting

Nature of meeting: IQAC Review Meeting – I   Date: 23.04.2022

Member present: 25

S.no	Name	Designation	Department	Signature
1.	Dr. S Sumaya	Principal	Home Science	
2.	Dr. M S Irfan Ahamed	Director- Research& Industry Relations	Computer Science	
3.	Dr A E G C Rajani	Associate Professor and Head Of The Department	Commerce	
4.	Dr A Jasmine	Associate Professor and Head Of The Department	BBA	
5.	Dr R Punitha	Head Of The Department	Mathematics	
6.	Dr V Akila	Head Of The Department	Tamil	
7.	Ms J Sunitha	Head Of The Department	Hindi	
8.	Dr S Muthumareeswari	Head Of The Department	Home Science	
9.	Ms M Fathima Suraiya	Head Of The Department	Arabic	
10.	Dr M Ponmani	Head Of The Department	English	
11.	Ms N Nagajothi	Assistant Professor	Computer Science	
12.	Dr P Sumathi	Chief Librarian	Library	
13.	Ms. B Seeni Rahfu Nisha	IQAC Co-ordinator	English	
14.	Ms. K M Buvaneswari	IQAC Member	Home Science	
15.	Ms. N Nagalakshmi	Office superintendent	Office	
16.	Ms K Sabira Banu	Assistant Professor	Arabic	
17.	Ms. R Shibana	IQAC Member	Commerce	
18.	Ms. R Rajeshwari	IQAC Member	Mathematics	
19.	Ms. B A Hathijath Mahira	IQAC Member	Computer Science	

20.	Dr .K.Arunthathi	Head Of The Department	Microbiology	
21.	Ms.K.R.Nanthini	Head In charge	Psychology	
22.	Dr K. Bavya Devi	Head Of The Department	Chemistry	
23.	Ms. Z Tehseem Fathima	IQAC Member	Psychology	
24.	Ms. S Reena Parvin	IQAC Member	Computer Science	
25.	Dr. Suvitha	Associate Professor	Chemistry	

S.No	Report/Action Finalized	Person Responsible	Target Date
	The meeting was scheduled to review the activities of the IQAC with the action plan for the upcoming years.		
	The following matters were discussed and the resolution was passed in the meeting.		
1.	The meeting was started with the madam principal addressing the gap between the IQAC and Departments.		
	The IQAC Coordinator has presented the functioning and structure of the IQAC, update of the internal audit and Action plan for the upcoming year along with bench mark according to the UGC Guidelines and SWOC of the institution.		
	The following are the Suggestion given by the Madam principal.		
	IQAC has to take care of the following duties:		

S.NO	Report/Action Finalized	Person Responsible	Target Date
1.	To monitor all the outcomes of the department activities with UGC Guideline.	IQAC Members	Academic Year 2022 - 2023
2.	To check with the NIRF Ranking and Register, the follow up of changing the College name in the AISHE portal has to be updated	IQAC	September 2022
3.	IQAC has proposed to register in the IQAC Cluster of India.	IQAC	
4.	All the documents have to be uploaded in the College Website as per UGC Norms for the Autonomous College.	IQAC	
5.	IQAC to initiate an external peer advisory Committee to audit once in a year.		
6.	IQAC advisory Constitution Committee has to be added		
7.	The Staffs have to be identified for E-Content	HODs	30 June 2022

S.No	Report / Action Finalized	Person Responsible	Target Date
8	The Outcome and idea of Audit Induction Program has to be implemented.		
9	The post NAAC Accreditation initiative should be presented.	IQAC Coordinator	10.05.2022
10	The IQAC has to update all the placement and Research documents including the appointment of Research Head and Director - Research & Industry Institute Relation.	IQAC	
2.	Suggestions received from Dr. Jasmine		
	1. The Green initiative has to be strengthen as 1.5 acres of land is available	IQAC	
			4' July 2022
	2. The data bank has to be Created for all the resources that is available including biogas, Solar energy electricity and a proper assessment strategy for the follow up every year.	IQAC	

S No	Report / Action Finalized	Person Responsible	Target Date	S
3.	Suggestions received from Director - Research & Industry Institute Relation			
1.	The New benchmark of the institute has to be Circulated to all the department	IQAC	20 July 2022	
2.	The Training for New internal auditors has to be initiated.	IQAC	30 August 2022	
3.	The IQAC members have to be tuned in with new information	IQAC		
4.	To identify the Senior Staff and Staff members taking the subjects for more than three years for E-Content Creation.	IQAC	30 June 2022	
5.	IQAC has to monitor all the departmental activities and give Suggestions to strength each department for the development of the institute	IQAC		

S.No	Report / Action Finalized	Person Responsible	Target Date
6.	The Usage of LED, Solar energy, biogas and other facilities has to be monitored and highlighted	IQAC	4 July 2022
7.	For the institution development we need to check with the best practice in other College and reframe our bench mark	IQAC	20 July 2022
8.	Grievance redressal has to be systemized	IQAC	
9.	The software in the library has to be updated	Library	
10.	The IQAC and department has to be connected and work together for the betterment of the institution	IQAC & HODs	
11.	All the faculty should be registered for PhD	HODs	
12.	The Implementation of online Course should be systemised and made Compulsory	IQAC	Academic Year 2022 - 2023
13.	IQAC Should conduct meeting with the department	IQAC	

S.NO	Report / Action Finalized	Person Responsible	Target Date	S
	to identify the weakness and Strength after the ISO Audit	IQAC		
14.	Timetable should be verified by the Heads of the department before Submitting with proper workload distribution	HoDs		
15.	The domain IDs to be used by the entire faculty for any kind of Communication	HoDs and Faculty		
16.	Next review meeting of the IQAC to be conducted on 10.55.2022 with the last five years action plan	IQAC Coordinator	10.05.2022	
17.	All the departments should initiate and Strengthen the research activities.	HoDs and Research head		
18.	The heads of the departments should discuss the action plan with IQAC for the development of the institution.	HoDs		

S no	Report / Action Finalized	Person Responsible	Target Date
19.	The discussion of the UGC Scheme and each department is requested to check and apply for it.		
	The meeting was adjourned at 2:00 pm		

ACTION TAKEN REPORT

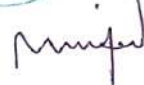IQAC, First Review Meeting   DATE: 23.04.2022

Action Taken
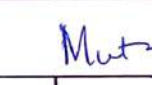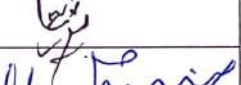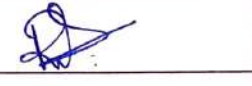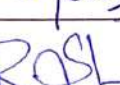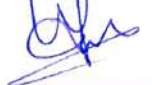
1. The college name is changed and it is reflected in AISHE.

2. All the documents are updated on the website as per the UGC Norms.

3. An external peer advisory committee is formed.

4. The Deadline for the E-content is 30th June 2022.

5. Discussion with MGNCR and ECO Club, each department is asked to find and fix a particular area and plantation process to start, follow up untill it grows that report to be submitted in IQAC.

6. The post NAAC Accreditation activity & initiative has been presented.

7. The details from the placement and research is included and updated.

8. New form is prepared and circulated to the concerned in charge.

9. The new bench mark is been circulated to all the department.

10. The training shall be initiated for the new internal auditors.

11. Each senior member has adopted the new members and worked together. Apart from this, the members are encouraged to attend the conference and seminar.

12. All the department is asked to identify the senior staff and submit the E-content.

13. The Grievance redressal is included in the IQAC Action plan for every month.

14. The online course is made mandatory and integrated into the curriculum.

15. Domain IDs is created and circulated to all the departments.

Minutes of Meeting

Nature of meeting: IQAC Review Meeting – II

Member present: 23

Date: 10.05.2022

S.No	Name	Designation	Department	Signature
1.	Dr. S Sumaya	Principal	Home Science	
2.	Dr. M S Irfan Ahamed	Director- Research& Industry Relations	Computer Science	
3.	Dr A E G C Rajani	Associate Professor and Head Of The Department	Commerce	
4.	Dr A Jasmine	Associate Professor and Head Of The Department	BBA	
5.	Dr R Punitha	Head Of The Department	Mathematics	
6.	Dr V Akila	Head Of The Department	Tamil	
7.	Ms J Sunitha	Head Of The Department	Hindi	
8.	Dr S Muthumareeswari	Head Of The Department	Home Science	
9.	Ms M Fathima Suraiya	Head Of The Department	Arabic	
10.	Dr M Ponmani	Head Of The Department	English	
11.	Dr P Sumathi	Chief Librarian	Library	
12.	Ms. B Seeni Rahfu Nisha	IQAC Co-ordinator	English	
13.	Ms. K M Buvaneswari	IQAC Member	Home Science	
14.	Ms. N Nagalakshmi	Office superintendent	Office	
15.	Ms. R Shibana	IQAC Member	Commerce	
16.	Ms. R Rajeshwari	IQAC Member	Mathematics	
17.	Ms. B A Hathijath Mahira	IQAC Member	Computer Science	
18.	Dr .K.Arunthathi	Head Of The Department	Microbiology	

19.	Ms.K.R.Nanthini	Head In charge	Psychology	
20.	Dr K. Bavya Devi	Head Of The Department	Chemistry	
21.	Ms. Z Tehseem Fathima	IQAC Member	Psychology	
22.	Ms. S Reena Parvin	IQAC Member	Computer Science	
23.	Dr. Suvitha	Associate Professor	Chemistry	

S No	Report/ action finalized	Person / Responsibility	Target date	Action Plan Taken
1.	The meeting started with the presentation of NAAC post-accreditation Activity			
2.	The Director said that all the HoDs have to handover the student achievements to IQAC as early as possible and conduct the meetings frequently to update the information. He also said to strengthen the Consultancy services, Research Guideship, Collaborations and MoUs in all the departments.	Head of the Departments	June 2022-2023	
3.	The Director said that the Commerce Department should take the initiative for Research Proposals for Funding Agencies.	Head of the Department, Department of Commerce	June 2022-2023	
4.	The Principal suggested that as we have started B. Com Professional Accounting from this academic year the students can be sent for internships in banks as well as for auditing.	Head of the Department, Department of Commerce	June 2022-2023	
5.	The Director said that the dissertation and project of the final year UG and PG students should be converted in to articles to publish from the next academic year. He also suggested that the projects should be industry oriented.	All the Head of the Departments	June 2022-2023	
6.	The Controller of Examinations explained the four different modules of the Evaluation Reforms as suggested by UGC. It was finally decided to select the suitable internal assessment pattern from each module. The following rubrics was finalized and she said that the same will be implemented after the approval of the Academic Council Meeting which is scheduled on 14 May 2022.	Controller of Examinations	14.05.2022	

ACTION TAKEN REPORT

IQAC, Second Review Meeting

DATE: 10.05.2022

Action Taken
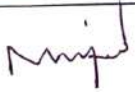
1. All the department should submit the SSR Details by 06.10.2022.

2. The commerce department has signed the MOU with NSE and ACCE Agency

3. Publication of students' project shall be implemented from the even semester of the academic year 2022-2023.

4. The new evaluation reforms is been approved in the 18th Academic council.

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	

S.no	Report/Action Finalized	Person Responsible	Target Date	Action Taken
	The meeting was scheduled to finalize the action plan of IQAC for the Academic Year 2022-2023.			
	According to the agenda the following matters was discussed and the resolution was passed in the meeting.			
1.	The meeting was started with Madam Principal welcoming the Director-Research & Industry Institute Relations and all the IQAC Member.			
	1. Need to identify the area to improve in each department and give training to the faculty about the SSR and AQAR Criteria wise.			
	2. IQAC Members have to be given training to collect, process, analyses the data and to prepare report and documents.			
	3. New IQAC Members have to be inducted.	IQAC		
	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.	IQAC		
	5. For the spoken tutorial-details of students enrolled in each department has to listed, students has to be encouraged to enroll in	IQAC		

	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.		
	6. IQAC Action plan to be formulated according to the suggestion given in the advisory meeting.	IQAC	
	7. Internshala internship to be initiated and each department have to be register.	IQAC & HoDs	Academic Year 2022-2023
	8. IQAC to conducted meeting with HoDs every15 days.		
	9. Innovation with collaboration, faculty & 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.		
	10. For Alumnae, The alumnae data has to be collected and bylaws to be formulated.		
	• Two faculties to be identified to work with alumnae as over all in charge, one staff from each department to be connected with alumnae.	Alumnae Committee	

	• Alumnae meet to be conducted in Ramnathapuram, Chennai and Dubai in the academic year2022-2023. • 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. • Alumnae details have to be collected for the independent alumnae portal. 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. 12. ID card has to be revamped for staff and students, the smart ID cards to be introduced. 13. A uniform has to be finalized. 14. External and academic audit should be conducted. 15. An amount should be fixed from the college fund for the library	IQAC & Research Student Council	 Academic Year 2022-2023	

	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.		

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