

Annai Hajira Women's College

Melapalayam, Tirunelveli - 05

(A Unit of As-Sathiq Educational Society)

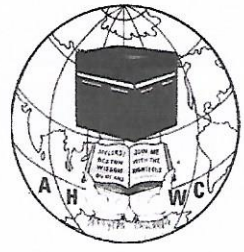
(Affiliated to Manonmaniam Sundaranar University)

Internal Quality Assurance Cell



IQAC MEETING MINUTES

2018 - 2019



Annai Hajira Women's College

Melapalayam, Tirumelveli – 627 005

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)

Internal Quality Assurance Cell (IQAC)



Ref: AHWC-IQAC/2018-2019/SCM/01

Date: 14/12/2018

IQAC Meeting Circular

Dear Sir/Madam,

It is to inform to all the IQAC members that the FIRST Meeting of the IQAC for the academic year 2018-2019 is scheduled to be held on 22.12.2018 at 10.30 AM in the IQAC office. You are therefore requested to kindly make it convenient to attend the meeting.

Kindly attend the meeting on the date and time specified above.

Rajab Fathima
14/12/18

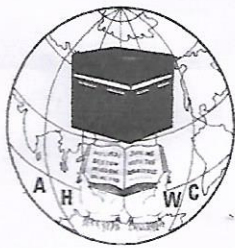
Dr. K. Rajab Fathima

(Principal & Chairperson – IQAC)

Chairman, IQAC

Annai Hajira Women's College

Melapalayam



Annai Hajira Women's College

Helapalayam, Tirunelveli – 627 005

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)

Internal Quality Assurance Cell (IQAC)



Date: 22.12.2018

Minutes of the IQAC Meeting – (AHWC-IQAC/2018-2019/SCM/01)

The first meeting of the IQAC was held on 22.12.2018 at 10:30 hours for the academic year 2018-2019. The following members were present at the meeting.

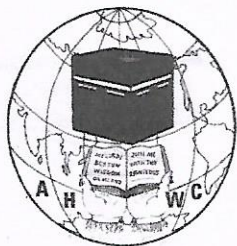
MEMBERS PRESENT:

1. Er.S.K.Kutha Mohamed, Secretary, Management Member
2. Dr.K.Rajab Fathima, Principal, IQAC-Chairperson
3. Dr.S.Sabreen Muneer, Vice Principal & IQAC Coordinator
4. Dr.R.Anuradha, HoD, Chemistry & IQAC Assistant Coordinator
5. Mrs.P.S.Anitha, HoD, Computer Science
6. Dr.N.Ammakutti @ Sridevi, Assistant Professor of Physics
7. Dr.A.Jayashree, HoD, Commerce Batch II
8. Mrs.S.Rathina Malathi, HoD, Mathematics
9. Mrs.A.Aysha Nilobar, HoD, Physics
10. Mrs.P.Parvathy, HoD, Commerce Batch I
11. Dr.S.Uma, Assistant Professor, Department of Language -Tamil
12. Mr.N.M.K.Khaja Mohideen, Superintendent, Senior Administrative officer
13. Mrs.K.Nazreen Sithara, Local Society
14. Ms.M.Inun Noori, Student - II B.Sc. Computer Science
15. Mrs.S.Ayesha Muyeena, Alumna
16. Mr.P.M.M. Khader Mohideen, Industrialist

The Meeting started with Qirat by Mrs.A.Aysha Nilobar, HoD, Physics. Dr.K.Rajab Fathima, IQAC Chairperson, welcomed the members and Dr.S.Sabreen Muneer, IQAC Coordinator, presented the agenda for discussion.

AGENDA TABLED FOR DISCUSSION:

1. To discuss the role of Internal Quality Assurance Cell (IQAC) in Higher Education Institute.
2. The IQAC insists the Institution to apply for the NAAC Accreditation at the earliest.
3. Allocation of the staff members under each criterion and distribution of duties for gathering specific data and informations.
4. To discuss and confirm guidelines for effective functioning of all the cells formed in the institute (For e.g. Counselling Cell, Women Redressal Cell, Alumnae Association, etc.)
5. Signing Memorandums of Understanding with other institutions, organizations and industries.



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IQAC AHWC

IQAC Chairperson, Dr.K.Rajab Fathima suggested the allocation of criterion conveners based on their expertise to handle each criterion and the preparations, terms and conditions of applying NAAC Accreditation to get accredited at the earliest. When discussing about the agenda 5, IQAC Coordinator Dr.S.Sabreen Muneer explained elaborately the importance of having MoUs to have Students and staff exchange programmes with other institutions, sending students to Industries for Internships and job oriented trainings, to use the expertise in the other institutions for carrying out research projects.

RESOLUTIONS ADOPTED/ACTIONS TAKEN:

The IQAC and faculty members familiarize themselves with the NAAC criteria and process. It has been unanimously decided to allot Criterion 1 to Mrs.P.S.Anitha, HoD, Computer Science, Criterion 2 to Dr.N.Ammakutti @ Sridevi, Assistant Professor of Physics, Criterion 3 to Dr.A.Jayashree, HoD, Commerce Batch II, Criterion 4 to Mrs.S.Rathina Malathi, HoD, Mathematics, Criterion 5 to Mrs.A.Aysha Nilobar, HoD, Physics, Criterion 6 to Mrs.P.Parvathy, HoD, Commerce Batch I and Criterion 7 to Dr.S.Uma, Assistant Professor, Department of Language -Tamil. Further other faculty members were assigned under each criterion to assist the criterion conveners.

Eventually, Dr.R.Anuradha, IQAC Assistant Coordinator proposed vote of thanks.

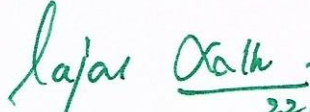

22/12/2018

Dr. S. Sabreen Muneer

(IQAC Coordinator)

Co-ordinator, IQAC

**Annai Hajira Women's College
Melapalayam**

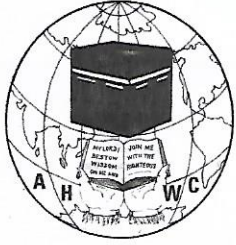

22/12/18

Dr. K. Rajab Fathima

(Principal & Chairman – IQAC)

Chairman, IQAC

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Melapalayam, Tirunelveli - 627 005

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Internal Quality Assurance Cell (IQAC)



Date: 22.12.2018

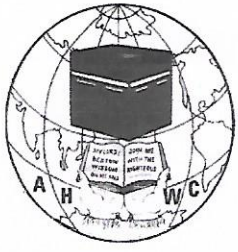
Time: 10.30 Hours

Attendance Sheet

Sl.No.	Name	Designation	Signature
1.	Er.S.K.Kutha Mohamed	Secretary, Management Member	
2.	Dr.K.Rajab Fathima	Principal, IQAC Chairperson	
3.	Dr.S.Sabreen Muneer	Vice Principal & IQAC Coordinator	
4.	Dr.R.Anuradha	HoD, Chemistry & IQAC Asst.Coordinator	
5.	Mrs.P.S.Anitha	HoD, Computer Science	
6.	Dr.N.Ammakutti @ Sridevi	Assistant. Professor of Physics	
7.	Dr.A.Jayashree	HoD, Commerce Batch II	
8.	Mrs.S.Rathina Malathi	HoD, Maths	
9.	Mrs.A.Aysha Nilobar	HoD, Physics	
10.	Mrs.P.Parvathy	HoD, Commerce Batch I	
11.	Dr.S.Uma	Assistant Professor, Department of Language -Tamil	
12.	Mr.N.M.K.Khaja Mohideen	Senior Administrative officer	
13.	Mrs.K.Nazreen Sithara	Local Society	
14.	Ms.M. Inun Noori	II B.Sc. Computer Science Student	
15.	Mrs.S.Ayesha Muyeena	Alumna	
16.	Mr.P.M.M.Khader Mohideen	Industrialist	

PRINCIPAL 22/12/18

ANNAI HAJIRA WOMEN'S COLLEGE
MELAPALAYAM - 627 005.



Annai Hajira Women's College

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Internal Quality Assurance Cell (IQAC)



Ref: AHWC-IQAC/2018-2019/SCM/02

Date: 01.02.2019

IQAC Meeting Circular

Dear Sir/Madam,

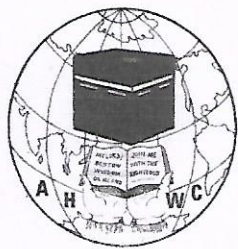
It is to inform to all the IQAC members that the 2nd Meeting of the IQAC for the academic year 2018-2019 is scheduled to be held on 9.2.2019 at 10.00 AM in the IQAC office. You are therefore requested to kindly make it convenient to attend the meeting.

Kindly attend the meeting on the date and time specified above.


Dr. K. Rajab Fathima 02/12/19

(Principal & Chairperson – IQAC)

Chairman, IQAC
Annai Hajira Women's College
Melapalayam



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Internal Quality Assurance Cell (IQAC)



Date: 09.02.2019

Minutes of the IQAC Meeting – (AHWC-IQAC/2018-2019/SCM/02)

The Second IQAC steering committee of meeting for the academic year 2018-2019 was held on 09.02.2019 at 10:00 a.m. The following members have attended the meeting.

MEMBERS PRESENT:

1. Er.S.K.Kutha Mohamed, Secretary, Management Member
2. Dr.K.Rajab Fathima, Principal, IQAC-Chairperson
3. Dr.S.Sabreen Muneer, Vice Principal & IQAC Coordinator
4. Dr.R.Anuradha, HoD, Chemistry & IQAC Assistant Coordinator
5. Mrs.P.S.Anitha, HoD, Computer Science
6. Dr.N.Ammakutti @ Sridevi, Assistant Professor of Physics
7. Dr.A.Jayashree, HoD, Commerce Batch II
8. Mrs.S.Rathina Malathi, HoD, Mathematics
9. Mrs.A.Aysha Nilobar, HoD, Physics
10. Mrs.P.Parvathy, HoD, Commerce Batch I
11. Dr.S.Uma, Assistant Professor, Department of Language -Tamil
12. Mr.N.M.K.Khaja Mohideen, Superintendent, Senior Administrative officer
13. Ms.M.Inun Noori, Student - II B.Sc. Computer Science

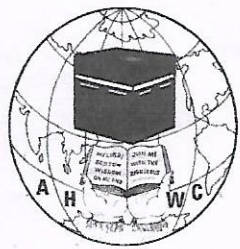
MEMBERS IN-ABSENTIA:

1. Mrs.S.Ayesha Muyeena, Alumna
2. Mr.P.M.M. Khader Mohideen, Industrialist
3. Mrs.K.Nazreen Sithara, Local Society

The Meeting started with Qirat by Ms.M.Inun Noori, II B.Sc. Computer Science. Dr.K.Rajab Fathima, IQAC Chairperson, welcomed the members and Dr.S.Sabreen Muneer, IQAC Coordinator, presented the agenda for discussion.

AGENDA TABLED FOR DISCUSSION:

1. To support slow learners through structured remedial teaching.
2. To strengthen Academic mentoring and general mentoring in a structured manner by conducting regular Internal and External Academic and Administrative Audit, Environmental, Energy and Green Audits.
3. To seek feedback from all the categories of stakeholders, on curriculum design and delivery.



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4. To encourage faculty members to publish more books and research articles in reputed (UGC referred) journals by providing financial assistance and to participate/publish papers in the Conferences and Seminars.
5. Augmentation of facilities for sports and cultural events.
6. To conduct Graduation Ceremony-College Day and sports day of the College and discussion on the modalities of conducting
7. Result analysis is conducted by the various departments and the outcome of the same is utilized for improving teaching learning quality and student performance.

RESOLUTIONS ADOPTED/ACTIONS TAKEN:

Faculty members are asked to conduct remedial test for the slow learners from 4-4.30 p.m. Regular auditing has been planned to conduct from academic year 2018-2019. The structured data format has been proposed to frame and follow by all the departments and asked to get ready with the files by the end of April 2019 for Internal and External Auditing. Criterion 1 and criterion 6 conveners are insisted to prepare and collect feedback form from the stakeholders in respect of curriculum, teaching and non-teaching staff performance and the infrastructure and ambience of the institution. As per agenda 4, the management member, Secretary has accepted to discuss with the governing council members to provide financial assistance for the staff members.

College day/Graduation day has been planned to conduct on 23.02.2019 and sports day on 23.03.2019, for which the duties were assigned to the teaching, non-teaching staff and asked to involve students also in those workings. As discussed in the earlier meeting, MoU was signed with Sara Tucker College, Tirunelveli on 14.12.2018 and the Department of Mathematics has arranged a staff and students exchange programme with Sri Sarada College for Women on 21st and 22nd January 2019. IQAC has advised to conduct separate meeting to discuss on result analysis once the results are declared by the Manonmaniam Sundaranar University.

In the long run, Dr.R.Anuradha, IQAC Assistant Coordinator proposed vote of thanks.

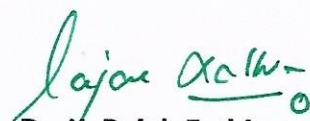
 9/02/2019

Dr. S. Sabreen Muneer

(IQAC Coordinator)

Co-ordinator, IQAC

**Annai Hajira Women's College
Melapalayam**

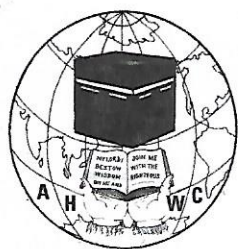
 09/02/19

Dr. K. Rajab Fathima

(Principal & IQAC Chairperson)

Chairman, IQAC

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Date: 09-02-2019

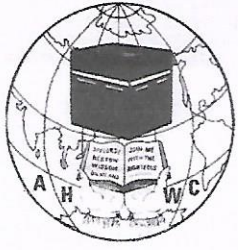
Time: 10.00 a.m.

Attendance Sheet

Sl.No.	Name	Designation	Signature
1.	Er.S.K.Kutha Mohamed	Secretary, Management Member	
2.	Dr.K.Rajab Fathima	Principal, IQAC Chairperson	
3.	Dr.S.Sabreen Muneer	Vice Principal & IQAC Coordinator	
4.	Dr.R.Anuradha	HoD, Chemistry & IQAC Asst.Coordinator	
5.	Mrs.P.S.Anitha	HoD, Computer Science	
6.	Dr.N.Ammakutti @ Sridevi	Asst. Prof. of Physics	
7.	Dr.A.Jayashree	HoD, Commerce Batch II	
8.	Mrs.S.Rathina Malathi	HoD, Maths	
9.	Mrs.A.Aysha Nilobar	HoD, Physics	
10.	Mrs.P.Parvathy	HoD, Commerce Batch I	
11.	Dr.S.Uma	Asst. Prof. of Tamil	
12.	Mr.N.M.K.Khaja Mohideen	Senior Administrative officer	
13.	Mrs.K.Nazreen Sithara	Local Society	
14.	Ms.M. Inun Noori	II B.Sc. Computer Science Student	
15.	Mrs.S.Ayesha Myeena	Alumna	
16.	Mr.P.M.M.Khader Mohideen	Industrialists	

PRINCIPAL 09/02/19

ANNAI HAJIRA WOMEN'S COLLEGE
MELAPALAYAM - 627 005.



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Internal Quality Assurance Cell (IQAC)



Ref: AHWC - IQAC/2018-2019/SCM/03

Date: 01.04.2019

IQAC Meeting Circular

Dear Sir/Madam,

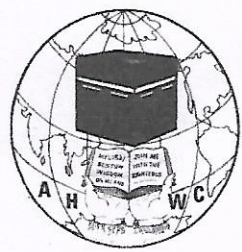
It is to inform to all the IQAC members that the THIRD Meeting of the IQAC for the academic year 2018-2019 is scheduled to be held on 06.4.2019 at 10.00 AM in the IQAC office. You are therefore requested to kindly make it convenient to attend the meeting.

Kindly attend the meeting on the date and time specified above.


Dr. K. Rajab Fathima 01/04/19

(Principal & Chairperson - IQAC)

Chairman, IQAC
Annai Hajira Women's College
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Internal Quality Assurance Cell (IQAC)



Date: 06.04.2019

Minutes of the IQAC Meeting – (AHWC-IQAC/2018-2019/SCM/03)

The third meeting of the IQAC was held on 06.04.2019 at 10:00 hours for the academic year 2018-2019. The following members were present at the meeting.

MEMBERS PRESENT:

1. Er.S.K.Kutha Mohamed, Secretary, Management Member
2. Dr.K.Rajab Fathima, Principal, IQAC-Chairperson
3. Dr.S.Sabreen Muneer, Vice Principal & IQAC Coordinator
4. Dr.R.Anuradha, HoD, Chemistry & IQAC Assistant Coordinator
5. Mrs.P.S.Anitha, HoD, Computer Science
6. Dr.N.Ammakutti @ Sridevi, Assistant Professor of Physics
7. Dr.A.Jayashree, HoD, Commerce Batch II
8. Mrs.S.Rathina Malathi, HoD, Mathematics
9. Mrs.A.Aysha Nilobar, HoD, Physics
10. Mrs.P.Parvathy, HoD, Commerce Batch I
11. Dr.S.Uma, Assistant Professor, Department of Language -Tamil
12. Mr.N.M.K.Khaja Mohideen, Superintendent, Senior Administrative officer
13. Ms.M.Inun Noori, Student - II B.Sc. Computer Science

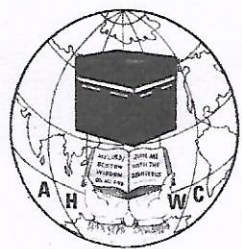
MEMBERS IN-ABSENTIA:

1. Mr.P.M.M. Khader Mohideen, Industrialist
2. Mrs.K.Nazreen Sithara, Local Society
3. Mrs.S.Ayesha Muyeena, Alumna

The Meeting started with Qirat by Mrs.A.Aysha Nilobar, HoD, Physics. Dr.K.Rajab Fathima, IQAC Chairperson, welcomed the members and Dr.R.Anuradha, IQAC Assistant Coordinator, presented the agenda for discussion.

AGENDA TABLED FOR DISCUSSION:

1. To prepare IQAC Newsletter
2. Construction of sick room and counselling room in the campus.
3. To purchase new equipments for laboratories and Developing lab-infra structure.
4. Repair and maintenance of existing infrastructure and furniture and also to purchase new classroom furniture.



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5. Planning of more Seminars and Expert lectures through Department association meetings.
6. Encouraging and motivating students/staff to qualify/appear State/National level examinations like Civil services/NET/JAM/SLET/GATE/GRE/TOEFL by arranging seminars and experts visit.

RESOLUTIONS ADOPTED/ACTIONS TAKEN:

College day and sports day were conducted as per the discussions in the earlier IQAC meeting and more number of faculty members started to receive financial assistance to attend seminars/conferences from the management. The IQAC, as discussed, decided to prepare Newsletter for the academic year 2018-2019 for which insisted Dr.R.Anuradha to collect reports from all the departments and suggested to conduct more activities and programmes in the upcoming years. Agenda related to infrastructure augmentation like sickroom, counselling room, new equipments for physics and chemistry laboratory will be taken to the governing council by the management member. Through career guidance and placement cell, special classes from smart leaders' academy and by the college staff members have been conducted for competitive examinations, which were asked to strengthen by following the apt syllabus.

Finally, Dr.S.Sabreen Muneer, IQAC Coordinator proposed vote of thanks.


6/04/2019

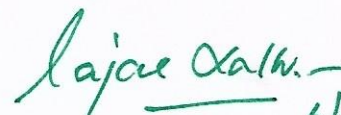
Dr. S. Sabreen Muneer

(IQAC Coordinator)

Co-ordinator, IQAC

Annai Hajira Women's College

Melapalayam


6/4/19

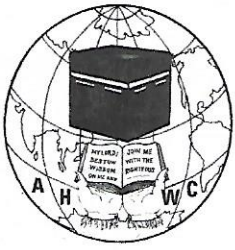
Dr. K. Rajab Fathima

(Principal & IQAC Chairperson)

Chairman, IQAC

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Date: 06.04.2019

Time: 10.0 a.m.

Attendance Sheet

Sl.No.	Name	Designation	Signature
1.	Er.S.K.Kutha Mohamed	Secretary, Management Member	
2.	Dr.K.Rajab Fathima	Principal, IQAC Chairperson	
3.	Dr.S.Sabreen Muneer	Vice Principal & IQAC Coordinator	
4.	Dr.R.Anuradha	HoD, Chemistry & IQAC Asst.Coordinator	
5.	Mrs.P.S.Anitha	HoD, Computer Science	
6.	Dr.N.Ammakutti @ Sridevi	Asst. Prof. of Physics	
7.	Dr.A.Jayashree	HoD, Commerce Batch II	
8.	Mrs.S.Rathina Malathi	HoD, Maths	
9.	Mrs.A.Aysha Nilobar	HoD, Physics	
10.	Mrs.P.Parvathy	HoD, Commerce Batch I	
11.	Dr.S.Uma	Asst. Prof. of Tamil	
12.	Mr.N.M.K.Khaja Mohideen	Senior Administrative officer	
13.	Mrs.K.Nazreen Sithara	Local Society	
14.	Ms.M. Inun Noori	II B.Sc. Computer Science Student	
15.	Mrs.S.Ayesha Myeena	Alumna	
16.	Mr.P.M.M.Khader Mohideen	Industrialist	

PRINCIPAL 06/04/19
ANNAI HAJIRA WOMEN'S COLLEGE
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