

**Annai Hajira Women's College**

**Melapalayam, Tirunelveli - 05**

(A Unit of As-Sathiq Educational Society)

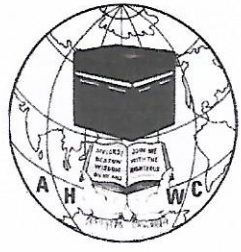
(Affiliated to Manonmaniam Sundaranar University)

## **Internal Quality Assurance Cell**



**IQAC MEETING MINUTES**

**2019 - 2020**



# 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/2019-2020/8CM01

Date: 10.06.2019

## 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 2019-2020 is scheduled to be held on 14.06.2019 at 11.00 A.M. 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* 10/06/19

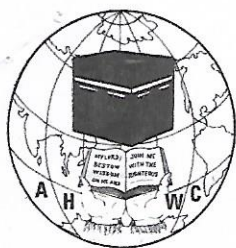
Dr. K. Rajab Fathima

(Principal & Chairperson – IQAC)

**Chairman, IQAC**

**Annai Hajira Women's College**

**Melapalayam**



# Annai Hajira Women's College

Melapalayam, Tirunelveli – 627 005

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)

**Internal Quality Assurance Cell (IQAC)**



Date: 14.06.2019

## Minutes of the IQAC Meeting – (AHWC-IQAC/2019-2020/SCM/01)

The first IQAC meeting for the academic year 2019-2020 was held on 14.06.2019 at 11:00 hours. The following members have attended the meeting.

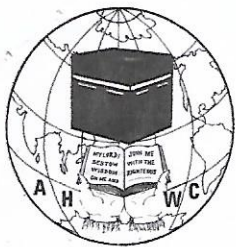
### MEMBERS PRESENT:

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. Mrs.K.Nazreen Sithara, Local Society
14. Ms.M.Inun Noori, Student - III 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.S.Ayesha Muyeena, Alumna. 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 seek student's feedback on 'courses offered', 'teachers', 'non-teaching staff' and 'program' for all the semesters.
2. To set up solar-power plant & bio gas plant in the college campus.
3. Certificate courses offered and to be offered.
4. To sign MoU with Sadakathullah Appa College, Tirunelveli for getting assistance and guidance to prepare NAAC accreditation.



# Annai Hajira Women's College

Melapalayam, Tirunelveli – 627 005

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**Internal Quality Assurance Cell (IQAC)**



## RESOLUTIONS ADOPTED/ACTIONS TAKEN:

As per the suggestions and discussions of IQAC meeting held on 6<sup>th</sup> April 2019, IQAC Newsletter has been successfully prepared and printed and new equipments have been ordered for the physics and chemistry laboratory. And the sick room and counselling rooms have been set up temporarily in the ground floor near the Commerce classroom.

Feedback forms on various parameters as mentioned in the agenda 1 were instructed to modify and give as half sheet print outs for all the students to analyse and take actions on them.

Setting up biogas and solar power plant in the college campus will be intimated in the governing council, said by Secretary, as the hostel wastes can be recycled as biogas, which can be used as a fuel for hostel kitchen and the implementing solar power plant in the campus save electricity bill. Further discussions were made on buying battery to store energy from solar plant or to send the electricity board directly, which will be decided in due course in the next governing council meeting by comparing the costs.

As discussed in the previous meeting, Annual academic audits were carried out through the initiatives of IQAC; Internal Academic audit on 10<sup>th</sup> April 2019, External Academic Audit on 18<sup>th</sup> April and Administrative Audit on 22<sup>nd</sup> April 2019.

Mrs.Anitha, criterion 1 convener proposed to offer more certificate courses like MS-OFFICE, Tailoring, Art and Craft and typewriting. Secretary discussed about the cost of buying tailoring and typewriting machines and he said implementation of the same will be informed in due course after getting approval from the President and the Treasurer.

It has been instructed to sign more MoUs both by the college and the departments. As suggested by the IQAC, it's unanimously approved to sign MoU with Sadakathullah Appa College to get assistance in preparing for accreditation.

In due course, Dr.R.Anuradha, IQAC Assistant Co-ordinator thanked the members.

**Dr. S. Sabreen Muneer**

(IQAC Coordinator)

**Co-ordinator, IQAC**

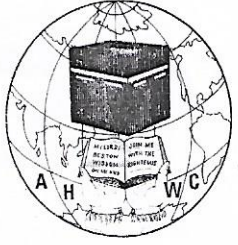
**Annai Hajira Women's College  
Melapalayam**

**Dr. K. Rajab Fathima**

(Principal & IQAC Chairperson)

**Chairman, IQAC**

**Annai Hajira Women's College  
Melapalayam**



# 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)



Date: 14.06.2019

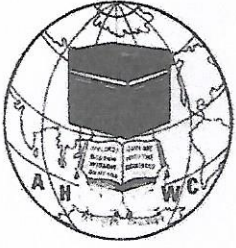
Time: 11.00am

## 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         | III B.Sc. Computer Science Student                 |           |
| 15.    | Mrs.S.Ayesha Muyeena     | Alumna   |           |
| 16.    | Mr.P.M.M.Khader Mohideen | Industrialist                                      |           |

PRINCIPAL 14/06/19

ANNAI HAJIRA WOMEN'S COLLEGE  
MELAPALAYAM - 627 005.



# 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/2019-2020/SCM/02

Date: 21.10.2019

## IQAC Meeting Circular

Dear Sir/Madam,

It is to inform to all the IQAC members that the Second Meeting of the IQAC for the academic year 2019-2020 is scheduled to be held on 28.10.2019 at 11.00 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.

*Rajab Fathima*

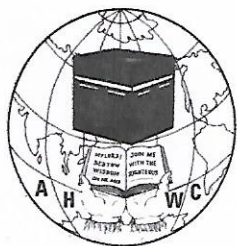
Dr. K. Rajab Fathima 21/10/19

(Principal & Chairperson - IQAC)

**Chairman, IQAC**

**Annai Hajira Women's College**

**Melapalayam**



# Annai Hajira Women's College

Melapalayam, Tirunelveli – 627 005

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)

**Internal Quality Assurance Cell (IQAC)**



Date: 28.10.2019

## Minutes of the IQAC Meeting – (AHWC-IQAC/2019-2020/SCM/02)

The **Second** IQAC meeting for the academic year 2019-2020 was held on **28.10.2019** at **11:00** hours. 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. Dr.N.Ammakutti @ Sridevi, Assistant Professor of Physics
6. Dr.A.Jayashree, HoD, Commerce Batch II
7. Mrs.A.Aysha Nilobar, HoD, Physics
8. Mrs.P.Parvathy, HoD, Commerce Batch I
9. Dr.S.Uma, Assistant Professor, Department of Language -Tamil
10. Mr.N.M.K.Khaja Mohideen, Superintendent, Senior Administrative officer

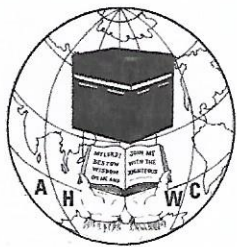
### MEMBERS IN-ABSENTIA:

1. Mrs.S.Ayesha Muyeena, Alumna
2. Mr.P.M.M. Khader Mohideen, Industrialist
3. Mrs.K.Nazreen Sithara, Local Society
4. Mrs.S.Rathina Malathi, HoD, Mathematics
5. Mrs.P.S.Anitha, HoD, Computer Science
6. Ms.M.Inun Noori, Student - III B.Sc. Computer Science

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 conduct Graduation Ceremony of the College in the last week of February.
2. Discussion on the modalities of conduct for Graduation Day/College Day.
3. Affixing/circulating notice about 'Ban on Plastic', 'Code of Conduct', importance about environmental protection/afforestation (Tree plantation slogans, carbon neutrality, green greeting ...) and organize programs in relating to that.
4. Infrastructure augmentation.



# Annai Hajira Women's College

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(A Unit of As-Sathiq Educational Society)

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**Internal Quality Assurance Cell (IQAC)**



## RESOLUTIONS ADOPTED/ACTIONS TAKEN:

It has been planned to celebrate College day-convocation day together during the last week of February and discussion regarding duty allocation to staff members and arrangements were made. The boards about 'Ban on Plastic', 'Code of Conduct', are likely to be fixed in a month or two in the campus.

As proposed in the 2018-2019 agenda, expert talks have been arranged in all the department association meetings, in particular, Dr. Loganathan Rangasamy, *Marie Sklodowska-Curie Individual Postdoctoral Fellow*, Department of Chemistry and Biochemistry, University of San Pablo CEO, *Madrid, Spain* delivered a special lecture on 'Advancement in Chemistry: Cancer Treatment' in the LAVOISE Association meet of the Department of Chemistry, which made the students to know about the life-saving research findings on Cancer treatment. The effort made by the department in bringing renowned scientists was appreciated by all the members.

As discussed by the IQAC in the earlier meeting, MoU was signed with Sadakathullah Appa College, Tirunelveli under Paramarsh scheme on 22.08.2019 as one of the Mentee Institutions. MoUs were signed with Dr. Agarwal's Eye Hospital, St. Johns College, Palayamkottai and all the departments have initiated many linkages and collaborations.

Infrastructure augmentation on extending library area, seminar hall, purchasing more computers and classroom furniture were discussed.

Dr. R. Anuradha, IQAC Assistant Co-ordinator thanked all the members at the end.

**Dr. S. Sabreen Muneer**

(Coordinator – IQAC)

**Co-ordinator, IQAC**

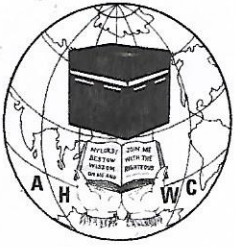
**Annai Hajira Women's College  
Melapalayam**

**Dr. K. Rajab Fathima**

(Principal & Chairman – IQAC)

**Chairman, IQAC**

**Annai Hajira Women's College  
Melapalayam**



# Annai Hajira Women's College

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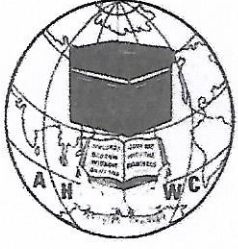
Date: 28.10.2019

Time: 11.00 hrs

## 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         | III B.Sc. Computer Science Student                 | —         |
| 15.    | Mrs.S.Ayesha Myeena      | Alumna   | —         |
| 16.    | Mr.P.M.M.Khader Mohideen | Industrialist                                      | —         |

PRINCIPAL 28/10/19  
ANNAI HAJIRA WOMEN'S COLLEGE  
MELAPALAYAM - 627 005.



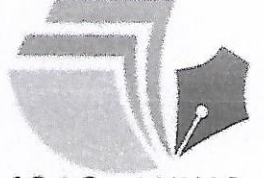
# Annai Hajira Women's College

Melapalayam, Tirunelveli - 627 005

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)

Internal Quality Assurance Cell (IQAC)



IQAC AHWC

Ref: AHWC-IQAC/2019-2020/SCM/03

Date: 09/03/2020

## 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 2019-2020 is scheduled to be held on 14.3.2020 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.

*Rajab Fathima*

Dr. K. Rajab Fathima

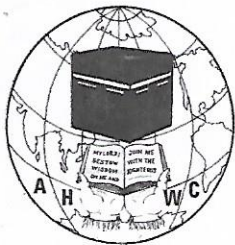
09/03/2020

(Principal & Chairperson - IQAC)

**Chairman, IQAC**

**Annai Hajira Women's College**

**Melapalayam**



# Annai Hajira Women's College

Melapalayam, Tirunelveli – 627 005

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)

**Internal Quality Assurance Cell (IQAC)**



Date: 14.03.2020

## Minutes of the IQAC Meeting – (AHWC-IQAC/2019-2020/SCM/03)

The third IQAC meeting for the academic year 2019-2020 was held on 14.03.2020 at 10:00 hours. 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. Mrs.K.Nazreen Sithara, Local Society

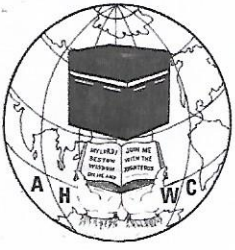
### MEMBERS IN-ABSENTIA:

1. Mrs.S.Ayesha Muyeena, Alumna
2. Mr.P.M.M. Khader Mohideen, Industrialist
3. Ms.M.Inun Noori, Student - III B.Sc. Computer Science
4. Mr.N.M.K.Khaja Mohideen, Superintendent, Senior Administrative

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 develop infrastructure of the college by constructing ramp, western toilet for differently-abled students and separate cabin for HoDs, replacing Fluorescence bulbs (tube light) with LED bulbs (for energy consumption).
2. To temporarily suspend M.Com. Programme.
3. To encourage faculty members to use virtual classrooms and ICT enabled tools for teaching.



# Annai Hajira Women's College

Melapalayam, Tirunelveli – 627 005

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)

**Internal Quality Assurance Cell (IQAC)**



**IQAC AHWC**

## RESOLUTIONS ADOPTED/ACTIONS TAKEN:

The proposed agenda in the previous meeting regarding signing a MoU with Sadakathullah Appa College (SAC) was successfully implemented and our College became one of the mentee institutions of SAC under UGC-Paramarsh Scheme and our IQAC team members attended the Inaugural Function of UGC Paramarsh Scheme on 6<sup>th</sup> February 2020 in SAC and also attended Two days National level Workshop on NAAC Metrics for Quality Upgradation on 6<sup>th</sup> and 7<sup>th</sup> March 2020.

As the students admission to M.Com. programme is diminished; there arose discussion on temporarily suspending the programme for the next academic year. The teacher representatives Mrs.P.Parvathy and Dr.A.Jayashree tried to convince against the suspension of the programme, but was strongly opposed by many members as the same admission trend is continued for the past 3 years. To revamp certain infrastructure for differently abled and HoD cabins and replacing LED bulbs were recommended by all the members and it was accepted to implement by the Secretary after discussion with President and Treasurer of the College.

Green initiatives were started in AHWC and extensive herbal garden was created during November 2019.

As there are cases of COVID in India, the faculty members are instructed to use virtual classrooms and ICT enabled tools for teaching.

Finally, Dr. R. Anuradha, Assistant Co-ordinator, IQAC, proposed vote of thanks.

 14/03/2020

**Dr. S. Sabreen Muneer**

(IQAC Coordinator)

**Co-ordinator, IQAC**

**Annai Hajira Women's College  
Melapalayam**

 14/3/2020

**Dr. K. Rajab Fathima**

(Principal & IQAC Chairperson)

**Chairman, IQAC**

**Annai Hajira Women's College  
Melapalayam**



# Annai Hajira Women's College

Melapalayam, Tiruvelveli - 627 005

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)

Internal Quality Assurance Cell (IQAC)



Date: 14-03-2020

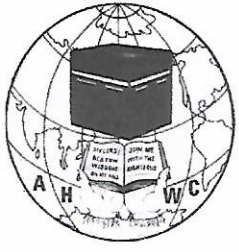
Time: 10.00 am

## 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         | III B.Sc. Computer Science Student                 | —         |
| 15.    | Mrs.S.Ayesha Muyeena     | Alumna   | —         |
| 16.    | Mr.P.M.M.Khader Mohideen | Industrialist                                      | —         |

PRINCIPAL 14/3/2020

ANNAI HAJIRA WOMEN'S COLLEGE  
MELAPALAYAM - 627 005.



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**Internal Quality Assurance Cell (IQAC)**



Ref:(AHWC-IQAC/2020-2021/SCM/01)

Date: 18.05.2020

## IQAC Meeting Circular

Dear Sir/Madam,

It is to inform to all the IQAC members that the Fourth Meeting of the IQAC for the academic year 2019-2020 is scheduled to be held on 21.05.2020 at 03.00 P.M. through Google Meet. You are therefore requested to kindly make it convenient to attend the meeting.

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

Meet Link (Google Meet): <http://meet.google.com/opz-wqao-ezx>

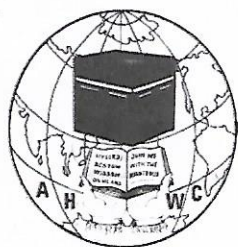


Dr. K. Rajab Fathima

(Principal & Chairperson – IQAC)

**Chairman, IQAC**

**Annai Hajira Women's College  
Melapalayam**



# Annai Hajira Women's College

Melapalayam, Tirunelveli – 627 005

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)

**Internal Quality Assurance Cell (IQAC)**



Date: 21.05.2020

## Minutes of the IQAC Meeting – (AHWC-IQAC/2019-2020/SCM/04)

The fourth IQAC meeting for the academic year 2019-2020 was organized online on 21.05.2020 at 03:00 p.m. through Google Meet. 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. Ms.M.Inun Noori, Student - III B.Sc. Computer Science
13. Mrs.S.Ayesha Muyeena, Alumna

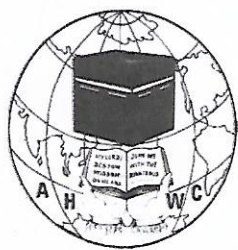
### MEMBERS IN-ABSENTIA:

1. Mr.N.M.K.Khaja Mohideen, Superintendent, Senior Administrative officer
2. Mr.P.M.M. Kader Mydeen, Industrialist
3. Mrs.K.Nazreen Sithara, Local Society

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 support slow learners through structured remedial teaching after lock down.
2. Initiate NPTEL SWAYAM and apply for local chapter.
3. Registering for ICT academy.
4. Initiation of purchase of new library books.
5. To conduct webinars, E-Quiz and to prepare E-Contents.
6. Online application for admission



# 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)**



## RESOLUTIONS ADOPTED/ACTIONS TAKEN:

As complete lock-down has been announced by the government due to COVID-19 pandemic, the IQAC meeting has been conducted through online mode and insisted the members to get well versed in online tools. To make use of the lock down, the agenda mentioned above were suggested and some faculty members have already started preparing E-content to cover the syllabus. All the departments started using virtual classroom and use ICT tools by posting learning materials through Google classroom and whatsapp. All the departments are instructed to conduct E-Quiz and Webinars during the month of June.

As informed by IQAC, to use the pandemic period, initiatives were taken to register ICT Academy by paying the membership fee, for which the advantages have been explained by Dr.R.Anuradha.

IQAC Coordinator informed the members about the successful implementation of Biogas plant inside the college premises (on 21.03.2020), which is one of the IQAC initiatives.

Some staff members started preparing e-content/e-lectures which they have uploaded on YouTube. Principal asked to inform the criterion conveners and HoDs to motivate all the staff members to create their e-lectures and all the department must arrange National and International level E-Quiz, Webinars and virtual Faculty Development Programmes instantaneously.

IQAC suggested intensifying the functioning of Entrepreneurship Development cell (E-Cell) by arranging online programmes during this pandemic situation. Unanimously decided by all the members for to offer online application for admission.

At last, Dr.R.Anuradha, IQAC Assistant Co-ordinator proposed vote of thanks.

 21/05/2020

**Dr. S. Sabreen Muneer**

(IQAC Coordinator)

**Co-ordinator, IQAC**

**Annai Hajira Women's College  
Melapalayam**

 21/05/2020

**Dr. K. Rajab Fathima**

(Principal & IQAC Chairperson)

**Chairman, IQAC**

**Annai Hajira Women's College  
Melapalayam**