

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)



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

Date: 31.07.2020

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 2020-2021 is scheduled to be held on 06.08.2020 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>

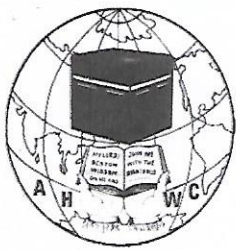
Rajab Fathima - 31/07/2020

Dr. K. Rajab Fathima

(Principal & Chairperson – IQAC)

Chairman, IQAC

**Annai Hajira Women's College
Melapalayam**



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Internal Quality Assurance Cell (IQAC)



Date: 06.08.2020

Minutes of the IQAC Meeting – (AHWC-IQAC/2020-2021/SCM/01)

The First meeting of the IQAC was held at 3.00 p.m. on 06.08.2020 through virtual mode. 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.N.M.A. Sabika Firdouse, Student - II B. Sc. Physics
15. Mrs.S.Ayesha Muyeena, Alumna

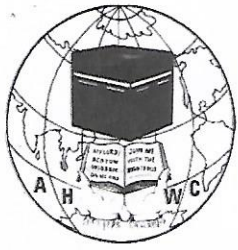
MEMBERS IN-ABSENTIA:

1. Mr.P.M.M. Khader Mohideen, Industrialist

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

AGENDA TABLED FOR DISCUSSION:

1. To discuss about the creation of G-suite Id for all students and faculty members.
2. To discuss about the students' involvement and attendance in online classes.
3. To inform the faculty to enhance e-content in Google classrooms.
4. To inform all the Convenors to be prepared for visit of Mentor Institution, after the release of lockdown.



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IQAC AHWC

RESOLUTIONS ADOPTED/ACTIONS TAKEN:

It is decided to inform faculties to enhance the e-content using Google classrooms and encourage students' active participation in online classes. The students should be informed to present in online classes using their G-suite ID.

As per the agenda of the earlier IQAC Meetings, Online Quiz, FDPs and Webinars were organized by all the departments, for which participation of other college staff and students is overwhelming. MoU has been signed on 01.06.2020 with ALEF COMPLEMENTARY EDUCATIONAL SERVICES Ltd. HONG KONG to provide skill enhancement training for the students and staff members. Mrs.P.S. Anitha is appointed as the coordinator of ICT academy.

As the next academic year commences and the University has asked to conduct online classes due to Covid-19 pandemic, IQAC has recommended creating G-Suite id for the all the staff members and students which will be easy to conduct classes through Google meet and Google Classroom separately for each course.

 6/08/2020

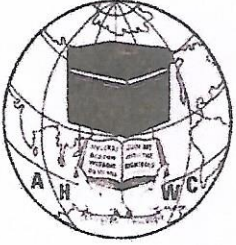
Dr. S. Sabreen Muneer
(Coordinator – IQAC)

Co-ordinator, IQAC
Annai Hajira Women's College
Melapalayam

 6/8/2020

Dr. K. Rajab Fathima
(Principal & Chairman – IQAC)

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



IQAC AHWC

Ref: AHWC-IQAC/2020-2021/SCM/02

Date: 18.01.2021

IQAC Meeting Circular

Dear Sir/Madam,

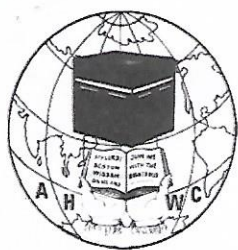
It is to inform to all the IQAC members that the 2nd Meeting of the IQAC for the academic year 2020-2021 is scheduled to be held on 23.1.2021 at 3.00 PM in the IQAC office. You are therefore requested to kindly make it convenient to attend the meeting.

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


Dr. K. Rajab Fathima 18/01/21

(Principal & Chairperson – IQAC)

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



Date: 23.01.2021

Minutes of the IQAC Meeting – (AHWC-IQAC/2020-2021/SCM/02)

The Second meeting of the IQAC was held at 3.p.m. on 23.01.2021. The following members were present at the meeting.

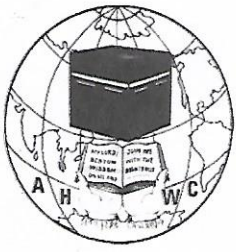
MEMBERS PRESENT:

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.N.M.A. Sabika Firdouse, Student - II B. Sc. Physics
15. Mrs.S.Ayesha Muyeena, Alumna
16. Mr.P.M.M. Khader Mohideen, Katheeja Traders (Industrialist)
17. Dr.A. Syed Mohamed, IQAC Coordinator, Sadakathullah Appa College (Educationalist)

The meeting was started with Qirat by Mrs.A.Aysha Nilobar, HoD, Physics. Dr.K. Rajab Fathima, Chairman, IQAC welcomed the members and introduced the new member Dr.A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry of Sadakathullah Appa College, who was invited as the member of IQAC of Annai Hajira Women's College as Educationalist. The Assistant Coordinator, IQAC, Dr.R. Anuradha presented the agenda for discussion.

AGENDA TABLED FOR DISCUSSION:

1. To discuss about the plan of structured remedial teaching to support slow learners.
2. To discuss about the initiation of SWAYAM NPTEL courses and apply for local chapter.
3. To discuss about the generation of barcode for all the books in the library.
4. ICT enabled classrooms.



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RESOLUTIONS ADOPTED/ACTIONS TAKEN:

A team from the Mentor Institution (Sadakathullah Appa College) visited AHWC on 11th January 2021 to discuss about the preparedness of AHWC to apply NAAC Accreditation. As per their suggestions, AHWC has decided to add an educationalist member to the IQAC, for which Dr.A.Syed Mohamed was asked for, and he accepted to serve in our IQAC team.

It is decided to conduct remedial classes for slow learners again as the college started to take offline classes as per Govt. order after pandemic. Dr.Syed Mohamed insisted to concentrate on student-centric teaching methods like peer teaching method; to give e-assignments and ICT enabled teaching. Discussions on changing one classroom from each department into an ICT enabled classroom were made.

Solar panel was set up as per previous the suggestions of IQAC meetings on 12.08.2020, which was informed in the meeting by Dr.Anuradha.

Librarian was insisted to complete generating barcode for all the books in the library. Eventually, Dr.S.Sabreen Muneer, IQAC Co-ordinator, proposed vote of thanks.


 23/01/2021

Dr. S. Sabreen Muneer

(Coordinator – IQAC)

Co-ordinator, IQAC

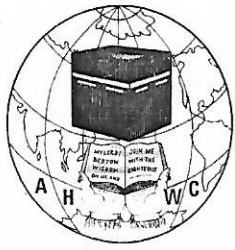
**Annai Hajira Women's College
Melapalayam**

 23/01/2021

Dr. K. Rajab Fathima
(Principal & Chairman – IQAC)

Chairman, IQAC

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Date: 23.01.2021

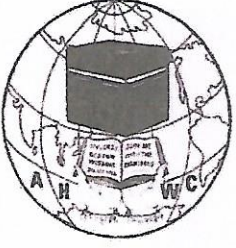
Time: 3.00 PM

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, 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	Senior Administrative officer	
13.	Mrs.K.Nazreen Sithara	Local Society	
14.	Ms.N.M.A. Sabika Firdouse	II B.Sc. Physics Student	
15.	Mrs.S.Ayesha Muyeena	Alumna	
16.	Mr.P.M.M.Khader Mohideen	Industrialist	
17.	Dr.A.Syed Mohamed	IQAC Coordinator, HoD-Chemistry, Sadakathullah Appa College (Educationalist)	

PRINCIPAL 23/01/21

ANNAI HAJIRA WOMEN'S COLLEGE
MELAPALAYAM - 627 005.



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Internal Quality Assurance Cell (IQAC)



Ref: AHWC /2020-2021 /SCM /03

Date: 17/02/2021

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 2020 - 2021 is scheduled to be held on 24.2.2021 at 3.00 PM 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 17/2/21

Dr. K. Rajab Fathima
(Principal & Chairperson – IQAC)

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



Date: 24.02.2021

Minutes of the IQAC Meeting – AHWC-IQAC/2020-2021/SCM/03

The Third meeting of the IQAC was held at on 24.02.2021 at 3.00 p.m. 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, Trustee, Zareena Fathima Mat.Hr.Sc.School (Local Society)
14. Ms.N.M.A. Sabika Firdouse, Student - II B. Sc. Physics
15. Mrs.S.Ayesha Muyeena, Alumna
16. Dr.A. Syed Mohamed, IQAC Coordinator, Sadakathullah Appa College (Educationalist)

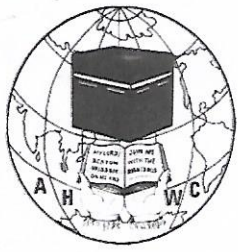
MEMBERS IN-ABSENTIA:

1. Mr.P.M.M. Khader Mohideen, Industrialist

The meeting was started with Qirat by Ms.Sabika Firdouse II B.Sc Physics. Dr.K. Rajab Fathima, Chairman, IQAC welcomed the members and the Co-ordinator, IQAC, Dr. S. Sabreen Muneer presented the agenda for discussion.

AGENDA TABLED FOR DISCUSSION:

1. To discuss about progress in documentation for NAAC Accreditation.
2. Requirements under each criterion.
3. Enhancement of e-content.



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RESOLUTIONS ADOPTED/ACTIONS TAKEN:

As a forward march, all the faculty members started to teach in different methods and also to enhance their e-contents preparations, for which extensive courses, FDPs and webinars were arranged through ICT Academy.

All the criterion conveners presented their progression and the requirements under each criterion. Secretary Er.Kutha Mohamed informed to the convenors that the requirements under each criterion will be fulfilled soon. Dr.Syed Mohamed recommended the management to register the Alumnae Association, which is already functioning in the college.

It's informed that a MoU was signed with Christopher Arts and Science College (Women), Soorangudi on 04.01.2021 and with SK Waste recycling centre, Melapalayam on 08.02.2021 for the disposal of wastes.

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

 24/02/2021

Dr. S. Sabreen Muneer

(Coordinator – IQAC)

Co-ordinator, IQAC

**Annai Hajira Women's College
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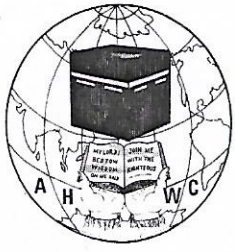
 24/2/21

Dr. K. Rajab Fathima

(Principal & Chairman – IQAC)

Chairman, IQAC

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IQAC AHWC

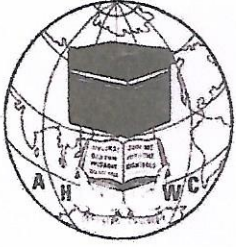
Date: 24.02.2021

Time: 3.00 PM

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, 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	Senior Administrative officer	
13.	Mrs.K.Nazreen Sithara	Local Society	
14.	Ms.N.M.A. Sabika Firdouse	II B.Sc. Physics Student	
15.	Mrs.S.Ayesha Muyeena	Alumna	
16.	Mr.P.M.M.Khader Mohideen	Industrialist	
17.	Dr.A.Syed Mohamed	IQAC Coordinator, HoD-Chemistry, Sadakathullah Appa College (Educationalist)	

PRINCIPAL 24/02/21
ANNAI HAJIRA WOMEN'S COLLEGE
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Internal Quality Assurance Cell (IQAC)



IQAC AHWC

Ref: AHWC-IQAC/2020-2021/SCM/04

Date: 19.04.2021

IQAC Meeting Circular

Dear Sir/Madam,

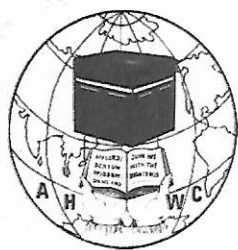
It is to inform to all the IQAC members that the FOURTH Meeting of the IQAC for the academic year 2020-2021 is scheduled to be held on 24.4.2021 at 2.00PM in the IQAC office. You are therefore requested to kindly make it convenient to attend the meeting.

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

Rajab Fathima
Dr. K. Rajab Fathima 19/4/21

(Principal & Chairperson – IQAC)

Chairman, IQAC
Annai Hajira Women's College
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Date: 24.04.2021

Minutes of the IQAC Meeting – (AHWC-IQAC/2020-2021/SCM/04)

The Fourth meeting of the IQAC was held at 2.00 p.m. on 24.04.2021. 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.D.Jones Sudha, Assistant Professor of English
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, Trustee, Zareena Fathima Mat.Hr.Sc.School (Local Society)
14. Ms.N.M.A. Sabika Firdouse, Student - II B. Sc. Physics
15. Mrs.S.Ayesha Muyeena, Alumna
16. Dr.A. Syed Mohamed, IQAC Coordinator, Sadakathullah Appa College (Educationalist)

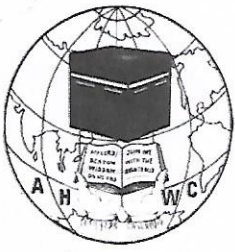
MEMBERS IN-ABSENTIA:

1. Mr.P.M.M. Khader Mohideen, Industrialist

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

AGENDA TABLED FOR DISCUSSION:

1. Introduction of new Certificate courses from each department.
2. Internal academic audit.
3. Organizing national seminars, workshops and FDPs for the next academic year.
4. Enhancing Research and Development activities.



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5. Review of each criteria preparations for NAAC accreditation.
6. Registering as a Local Chapter under Swayam- NPTEL.
7. Apply for NIRF.
8. Bridge Course and Orientation Programme for Freshers

RESOLUTIONS ADOPTED/ACTIONS TAKEN:

It is instructed to all the Heads of the department to design new skill based certificate courses for the next academic year. It has been advised to get ready all the academic related documents for internal academic audit and in turn to external audit.

It has been decided, that, all the departments must conduct at least one National level seminar and workshops for the next academic year. It has been decided to organize Faculty Development Programmes regarding outcome based education. It is advised to publish peer reviewed national and international journals under UGC care list, Scopus, Web of Science and also to publish books with ISBN index. It has been planned to conduct review meeting for each criteria to ensure the progress.

Principal insisted the Assistant coordinator Dr.R.Anuradha to register under NPTEL, discussions on whom to take in-charge of NPTEL. It's been decided to allot Mrs.Subashini, Assistant Professor of English as the Single Point of Contact (SPOC) for NPTEL. Applying under National Institute Ranking Framework (NIRF) has also been discussed for which Mrs.Faritha Beevi, Assistant Professor of Computer Science will be the Coordinator.

It's discussed to intensify the Bridge course offered by English department following the material given by MoU partner Alef Technology, Hongkong and to offer experts talks through orientation programmes for the 1 year students.

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

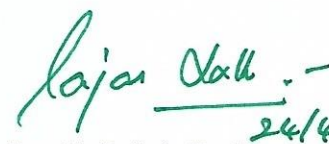
 24/4/2021

Dr. S. Sabreen Muneer

(Coordinator – IQAC)

Co-ordinator, IQAC

Annai Hajira Women's College
Melapalayam

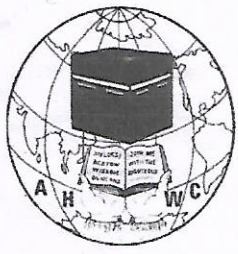
 24/4/21

Dr. K. Rajab Fathima

(Principal & Chairman – IQAC)

Chairman, IQAC

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Internal Quality Assurance Cell (IQAC)



Date: 24.04.2021

Time: 2.00 PM

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.D. Jones Sudha	Assistant. Professor of English	
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.N.M.A. Sabika Firdouse	II B.Sc. Physics Student	
15.	Mrs.S.Ayesha Muyeena	Alumna	
16.	Mr.P.M.M.Khader Mohideen	Industrialist	
17.	Dr.A.Syed Mohamed	IQAC Coordinator, HoD-Chemistry, Sadakathullah Appa College (Educationalist)	

PRINCIPAL 24/04/21

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