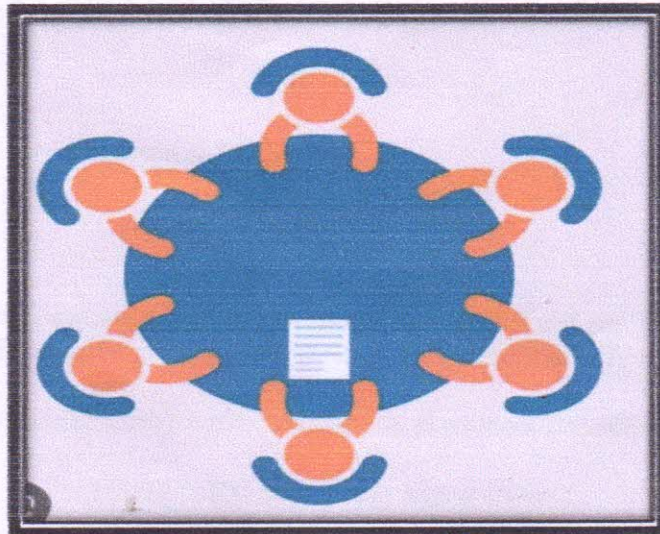# WAVOO WAJEEHA WOMEN'S COLLEGE
OF ARTS AND SCIENCE, KAYALPATNAM
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
Run by Wavoo SAR Educational Trust
(Minority Institution)

MINUTES OF IQAC MEETING

ACADEMIC YEAR

2022-2023

All Criteria's Report

Venue: Principal Room   Time: 10 a.m.

Date: 22.09.2022

Participants –

IQAC Coordinator Mrs.S.A.Rahmath Ameena Begum, Asst.IQAC Coordinator Mrs.J.Sugantham Parimala, Ist Criteria Head Mrs.Rajalakshmi, IInd Criteria Head Mrs.S.N.Sithi Shamila.III Criteria Head Mrs.Noor Asma, IVth Criteria Head Mrs. Anita Blessie Rani, Vth Criteria Head Mrs.S.A.Muthu Mohudoom Fathima, and VIIth Criteria Head Dr.Mrs.Arunajothi and Criteria Members.

 The following points were discussed at the meeting.

AGENDA

- ➢ To discuss the curricular aspects of the academic programs and suggest improvements.
- ➢ To discuss the innovative processes adopted by the institution in Teaching, Learning, and evaluation.
- ➢ To discuss the resource mobilization, ecosystem, placement cell activities, etc.,

MINUTES OF THE MEETING

CRITERIA – 1

Curricular Aspects

The following information needs to be updated for the last two years (2021 & 2022)

· Department meetings, workload, Timetable, Course Delivery Notes, Academic Calendar,

· Add on Courses and Project work Details for 2021-2022.

· In addition to feedback collected from the students, the teachers and alumni for the past two years will need to be analyzed.

· Also, need to collect hard copies of cross-cutting issues and related information.

CRITERIA II

Teaching, Learning, and Evaluation

- For 2020-21, student enrolment needs to be updated. Reserved category updates should be done for students.
- Teacher's appointment order, Ph.D.Certificate, NET & amp; SLET certificates should be scanned.
- PSO, CO should be linked to our university website.
- The website needs to be updated.
- At the time of submission, data for the students' satisfaction survey should be collected.

CRITERIA –III

Research, Innovation, and Extension

3.1 - Resource mobilization

3.1.1 -We haven't received any grants from Government & amp; non-government agencies.

3.2 - Innovation Ecosystem

3.2.1-The institute has created an ecosystem for Research & amp; Innovation

- 50 % Seed money for attending the seminar and paper publication

- Wajeeha Skill Academy develops employment opportunities for students.

- In collaboration with Nehru Institute of Technology, Wajeeha Startup Cell encourages students to develop entrepreneurial qualities and awareness

3.2.2-Nearly 19 Seminars/ Workshops / Conferences organized in our college.

3.3 - Research Publication & amp; Awards

3.3.1. Nearly 58 research papers were published in journals listed on the UGC care list since 2011.

3.3.2. Nearly 49 books, chapters in edited volumes/books, and papers were published in National/International conference proceedings.

3.4 - Extension Activities

3.4.1- NSS Activities, YRC, RRC, and all other extension activities were carried out in the neighbourhood community, sensitizing students to social issues.

3.4.2-4 awards & amp; recognitions received for extension activities from Government/Government-recognized.

3.4.3 - All the extension and outreach programs **were** conducted in collaboration with industry, community & NGOs through NSS/RRC and have been recorded.

3.5 - Collaboration-Industrial visits, MoUs, on-the-job training, internships, and faculty exchange had been recorded.

CRITERIA IV

Infrastructure and Learning Resources

➤ In compliance with reporting requirements, records were successfully updated for the academic years 2020-2021 and 2021-2022. Thorough reviews were conducted to ensure the accuracy and completeness of all relevant data and information included in the records.

➤ Continuing our commitment to enhancing campus facilities, a comprehensive review of classrooms, laboratories, and ICT facilities was carried out for Metric No. 4.1.1. It was identified that the Cultural Activity room (Room No. 318) required specific improvements.

➤ To facilitate effective cultural activities, the installation of a rack and mirror was recommended.

➤ In alignment with Metric No. 4.1.2 and 4.4.1, a comprehensive assessment of the percentage of expenditure and maintenance related to our institution's infrastructure was completed.

➤ While initial calculations were performed, a comprehensive verification process was deemed necessary to ensure the reliability and accuracy of the reported data.

➤ Metrics no. 4.3.1 and 4.3.2 were successfully addressed, including the calculation of the student-computer ratio. During this process, certain doubts emerged, prompting a closer examination of the methodology used. These concerns were thoroughly addressed to ensure the accuracy and integrity of the reported metrics.

➤ Within the scope of Metric No. 4.2.1, a detailed analysis of the expenditure associated with the purchase of books for the library was initiated. However, uncertainties arose during the calculation of the exact amount spent on this initiative.

➤ Additional scrutiny and clarification of the calculations were undertaken to present an accurate representation of the financial allocation of library resources.

➤ These reports underscore our commitment to transparency and accuracy in the evaluation and reporting of various metrics.

> By addressing concerns and uncertainties, we aim to provide a comprehensive and reliable overview of our institution's performance in the designated areas during the specified timeframe.

CRITERIA V
Student Support and Progression

Government and non-government scholarships need to be updated.

> Clarification was needed regarding placement.

> Certificates related to building programs, cultural activities, and sports should be scanned

> For clubbing the questions, the formula needs to be updated

> In accordance with the NAAC website, data should be analyzed and presented in the prescribed format.

> Clarification needed for registered alumni

> Updates are needed for students appearing in state / national government examinations and qualifying.

CRITERIA VI
Governance, Leadership and Management

> The minutes have been updated.
> The recent new strategic plan has been updated for the last two years.
> Clarifications have been sought regarding seed money.
> Appraisal forms for non-teaching staff were in the process.
> FDP records for 2020-2022 have been updated.
> Clarifications were sought regarding the utilization of government and non-government funds.
> Reports on the IQAC's feedback analysis and action taken were pending.

CRITERIA –VII
Institutional Values and Best Practices

> In the past, all documents and files related to gender equity and commemorations of national and international days were readily available.

> Throughout the period, we possessed all documents and reports concerning environmental consciousness, sustainability, and Divyanjan-friendly initiatives.

- Regular quality audits focusing on the environment and energy were consistently conducted by the institution.
- However, it should be noted that no supporting documents were available for green audits or environmental audits.
- Regrettably, there were no documents available for Energy Audit.
- On a positive note, documents for points 3 and 4 were accessible.
- Regarding inclusion, situatedness, human values, and professional ethics, no documents were found pertaining to communal socio-economic aspects.
- During the reporting period, all necessary documents and files for best practices were on record.
- The institution maintained a record of documents for institutional distinctiveness as well, in accordance with 7.3.

NAAC MEETING

Date: 10.11.2022   Time: 11.45 am

Venue: Principal Room

AGENDA

- To discuss the department-wise wise Internaling.
- To discuss the scholarship details of the students.
- To discuss the maintenance of the Language lab.
- To discuss the Mentor and Mentee system.
- To discuss the vision and mission, the logo for each department.

MINUTES OF THE MEETING

Points to be discussed at the meeting:

Criteria 1, 2, and 7 internal auditing department-wise were completed, but the final report was pending from the

1. The final report for the above criteria was required to be submitted by December.
2. Scholarship files of students were to be maintained in each department.
3. All circulars were to be compiled in a single file with appropriate head classification.

5

4. The Language Lab was deemed necessary and was to be properly maintained within the college.

5. The Mentor and Mentee system was to be implemented and followed.

6. Admission files with details of OC, BC, MBC, etc., were to be organized.

7. Files related to extension activities and purchasing bills were to be maintained.

8. Journals subscription files from the library and their details were to be kept in the department.

9. Department-wise MoU details were to be documented, and efforts to find the nearest sources for MoU renewal were to be made.

10. Department Vision and Mission statements, as well as logos for each department, were to be kept on record.

11. Details of book publications, seminars, conferences, and E-Journals were to be documented.

12. Placement details of passed-out students were to be filed.

13. Files containing internal questions, remedial actions, advanced learners' details, NPTEL presentation details, and students' databases were to be maintained.

14. Add-on course details and records of students participating in learning schemes were to be documented from each department.

15. Specific courses were identified for video presentations – "Food Chemistry" by Dr. Rama and "Leadership Skill" by Mrs. Ameena Begum.

16. A course designer was required for students participating in the learning scheme from each department.

17. A schedule of 15 weeks per semester, with one video per week, or an 8-week course, was established.

18. Department academic calendars were to be prepared using Word or Excel for this purpose.

19. It was emphasized to follow the available records within the department.

20. Mrs. Shamila was to provide a template for the department calendar.

21. Photos of students' learning activities, group discussions, and seminar presentations were to be maintained, along with the college tag.

22. Records of student awards and staff awards were to be maintained within the department.

23. The next semester's department timetable was to be prepared before the college reopened for the next semester on April 24, 2022.

24. Staff were required to submit their internal test portions from the syllabus to the principal before the internal test.

25. The syllabus was divided into three portions.

26. Common question papers for the "Value-Based Education" subject were applicable to all departments.

27. The Mentor and Mentee system was scheduled to have three meetings per month, based on class-wise distribution.

NAAC MEETING

Venue: ICT Hall   Date: 11.01.2023

Time: 2.50 p.m

AGENDA

The following items were on the agenda for discussion:

1. Key roles of Nirals
2. QLM/QNM discussion
3. Self Study Report (SSR) discussion
4. Attendance, timetable, and syllabus discussion

MINUTES OF THE MEETING

➢ The meeting was attended by Dr.Syed Mohammed, Head and Associate Professor of the Chemistry Department, and IQAC Coordinator from Sathakkathullah Appa College External.

➢ During the meeting, discussions were held regarding the signing of Nirals/bills by the principal.

➢ It was agreed that QLM & QNM needed to be signed by the principal.

➢ Criterion heads were asked to prepare QNM/QLM as per metrics.

➢ Careful preparation of QNM was emphasized.

- In the context of SSR, it was noted that 7 tabs needed to be created.
- Verification of SOP for indicators was required.
- A cautionary note was given that the Auditor's Signature should be scanned meticulously to prevent rejection by NAAC.
- The importance of visually connecting all dates with a line for the mentor college's reference was stressed.
- They need to maintain necessary files at the department.
- Different colors were suggested for differentiating headings.
- Participants were reminded not to collect materials from alumni.
- Specifically, for 7.1.2, bills for the Solar panel were discussed.
- Effective management of degradable and non-degradable waste was emphasized.
- Regarding 7.1.3 (Green auditing/Energy auditing), documents attached to NSS were discussed.
- For Plantation/NSS-40, it was noted that reports should be signed by the NSS Coordinator along with the principal, and invitation procedures should be attached.
- Hot copies, circulars, one-page reports, and Geotag photos should be disclosed with the principal's signature.
- Scanning all pages and ensuring their linkage was underscored.
- Ten in-charges were needed for each criterion, and year-wise information along with a verification link was deemed necessary.
- All documents were required to have a front page with the college logo and link details.
- Stock register and Consolidate stock register were advised for infrastructure criteria.
- The repetition of Add-on courses the following year was discouraged.
- It was shared that 18 programs were offered, when student enrolment completed.
- Each course should be 16 hours, and results, placement cell activities, and marks needed to be accounted for.
- Updating attendance, timetable, and syllabus on the website was considered essential.
- Project work/fieldwork involved approximately 300 students.
- An Excel sheet with the student's name needed to be included, encompassing feedback forms for all programs, with a 10% focus on results and including employee feedback.
- The Placement Cell was tasked with sending prepared questions to students, parents, and alumni for feedback, focusing on nearby colleges.

> Feedback collection about the curriculum from both students and alumni was suggested

Criteria 2

The 2021/2022 data was uploaded for the 2.1 indicator.

> Sanctioned posts were in compliance with university norms for those above 65.
> The salary certificate model was required to match the format of Sadakkathullah Appa College's fresh appointment order.
> Each document has an abstract page, encompassing the content of the document.
> All copies of student results were scanned and included in the results documents.
> The SSS survey was initiated in the first week of February; the college system should not use it and students' personal IDs were employed.

Criteria 3

✓ Workshops, seminars, and conferences were needed for 6 years. There were a total of 30 programmes, which included invitations, newspapers, cuttings, abstract reports, and circulars.

✓ 2020-2021 and 2021-2022 paper publications of faculty should be collected in Excel format to assist with criteria 3.

✓ Extension and outreach programmes of the students activities should be separated and prepared for NAAC purposes.

✓ Attendance and OD copies were needed for all conferences and seminars.

✓ Guest lectures were also included in the academic activity.

  o 6.3.3 – Online financial support was mandatory, and there is no offline transaction.

  o (NPTEL) could be considered an FDP program

✓ Should introduce program-related soft skills, language, and communication skills for students.

  o Next visit to the mentor college had been decided for February 1st week, and targeted work

✓ The following committee and information needed from each department

  o Expected committee

  o Website Committee criteria

  o Invitation

- o Student satisfaction survey
- o Attendance Committee
- o Employee Feedback
- o Program conducted in each department by invitation.
- o Faculty collaboration for the past 5 years.
- o Students exchange details for five years.

Members Present

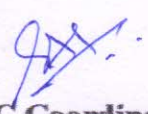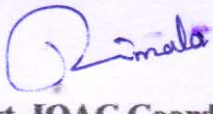A.Syed Mohamed

S..K.Muthu Mohudoom Fathima
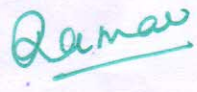
M.Raja Lakshmi

S.N.Sithi Shamila

Daisy Beulah

J.Sugantham Parimala

R.Aruna Jothi

IQAC Coordinator   Asst. IQAC Coordinator   Principal