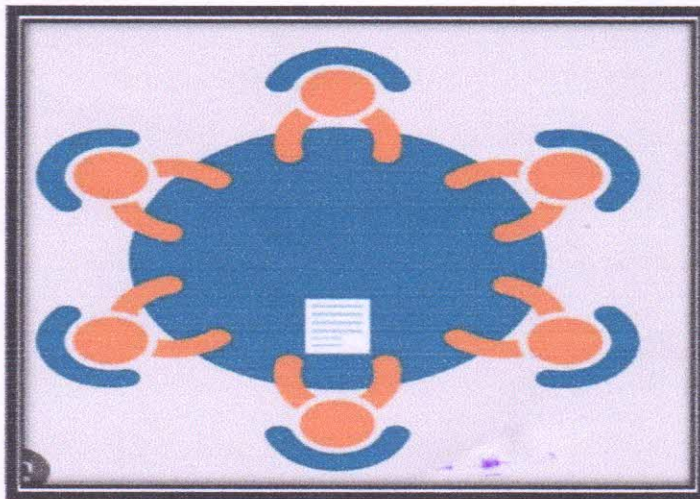




WAVOO WAJEEHA WOMEN'S COLLEGE
OF ARTS AND SCIENCE, KAYALPATNAM
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
Run by Wavoo SAR Educational Trust
(Minority Institution)



MINUTES OF IQAC MEETING



ACADEMIC YEAR

2018-2019

AGENDA

Date: 21.02.2019

Time: 2.00 pm

Venue: ICT Hall

- ❖ The presidential address delivered by Mrs.Kanimozhi , Member of Parliament, Rajya Sabha.
- ❖ Dr.Mrs.R.Aruna Jothi, Head ,department of Tamil introduced the chief guest.
- ❖ Objective of the Programme is to pointing out the importance of women's empowerment.

MINUTES OF THE MEETING

The IQAC and women's cell of Wavoo Wajecha Women's College of Arts and Science, Kayalpatnam organized a special meeting on "Veeru Kol Pennae" at 2pm in ICT hall.

The function started with prayer (Quirath) given by H.A.Rabiya (II B.Com) followed by Tamil thaaai Vaazhthu. The meeting was presided over by Alhaj Wavoo S.Syed Abdur Rahman – President & Founder, Anitha R.Radha Krishnan MLA, Tiruchendur. Haji Hafiz Wavoo SAR Ahmed Ishaque Aalima M.A.Azhari, Asst.Secretary.

The programme started with welcome address by Dr.R.C.Vasuki, Principal followed by felicitation of chief guest by Haji.Wavoo M.M.Mohuthazeem Dr.Mrs.R.Aruna Jothi, Head department of Tamil introduced the chief guest. The presidential address was delivered by Mrs.Kanimozhi, Member of Parliament, Rajya Sabha. The chief guest pointed out the importance of women's empowerment. Representing women in the public sector is only about justice however it needs to incorporate all perspectives to make women empowerment effective.

Mrs.S.A.Rahmath Ameena Begum, IQAC coordinator, Head, Department of Business Administration proposed the vote of thanks. M.A.Mushraffa Suthana – II B.Com recited the Duah and ended with the National Anthem.

NAAC /Academic audit

Date: 29.03.2019

Venue: Naac Room

Time: 10.00 am

AGENDA

- ❖ Discussing about Self Study Report(SSR)
- ❖ Overview of the discussion about each department academic Audit

MINUTES OF THE MEETING

The principal's presentation

- NAAC SSR – from 2014-2015 report need to be submitted with sanction strength of Faculties.
- The best department may be awarded after getting the report.
- From Tamil Department, Out of 10 staffs, 6 have doctorate, 6 have cleared SET and 2 have cleared NET.

English Department

- In English Department, Total faculties are 30. Out of 30 staff, 2 have completed Doctorate, and 2 have completed SET.
- They have conducted International seminar, English essay writing, Provide students with SET NET coaching classes.

Economics Department

- In Economics, 4-3 Staffs were qualified
- 18 papers in national & international seminars and 5 state level seminars by students.

BBA

- From the department of Business Administration, 4 staffs are qualified.
- Contributed in Entrepreneurial Development. Preparation of E-content (ppt)
- Publication of books

Maths

- 5years TNPSC coaching record and pass percentage.
- Summer training programs (Indian mathematics institution)
- TNSCST – October & September (Advertise) Projects Rs. 10,000 for students.

Physics

- From Physics Department, Out of 5 faculties , there is 1 qualified staff.
- MOU with zirconium
- *Qualified lab assistance should be appointed.*
- There should be a proper Lab manual

Commerce

- From the Department of Commerce, Out of 12 staffs, 2 staffs are qualified
- Automation for E-voting for students union.

General IQAC

- IQAC - follow NAAC guidelines according to the latest guidelines
- Steering committee to be formed.
- IQAC steering committee – Register to be maintained Max & Agendas & Min – 2 for every 3 months.
- Meeting to be held in April 2018-2019 to discuss feedback (structured) from the students. Analyze the feedback to determine the next step.
- FDP – SWAYAM have to be conducted
- Paper published (Web of science/ SCOpus journal)

- Paper should be presented on (National/International/State)conference
- We fix the date for the Administrative (Library / Part V) and Academic Audit reports for 2017-2018.

Presentation with IQAC External Co-ordinator

Venue : IT Lab

Date : 19.04.19

Time: 3.00 pm

AGENDA

- ❖ E- Journal enrolment
- ❖ URKUD software installation.
- ❖ E-Books allocation details

MINUTES OF THE MEETING

The report was presented by the head of the research criteria, Mrs.L.Noor Asma.

The IQAC external Co-ordinator has given suggestions

3.2.1 – E-journal enrolment should be done

3.3.2 Install the URKUD software.

3.3.4 & 5 – Modifications need to be made

- UGC approved journals to be listed followed by

- Mrs.Sujatha, head of the infrastructure criterion, presented the report.
- Lab equipment should be mentioned
- LCD projector should be fixed (Dept -1).

4.4.2 Mechanisms must be maintained for repairs.

- E-content room to be installed.
- E-Books and E-journals to be enrolled within 3 months.
- E Books 20% allocation for each department during the month of 2019-20
- (Eg. Amazon)

Action Taken Report:

E-Content from each department have been submitted.



IQAC Coordinator



Principal

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