WAVOO WAJEEHA WOMEN'S COLLEGE
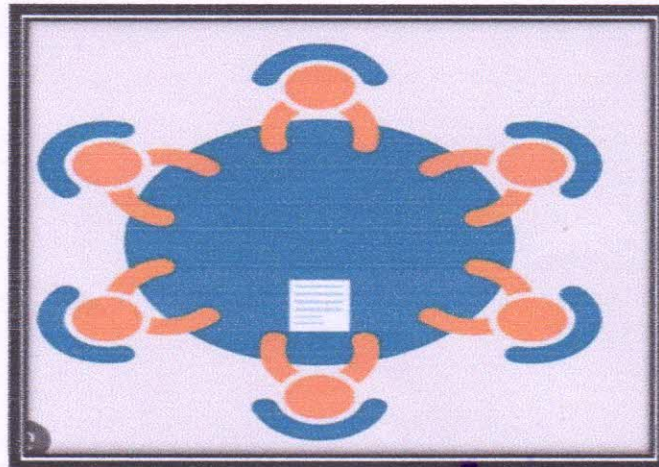## OF ARTS AND SCIENCE, KAYALPATNAM
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Run by Wavoo SAR Educational Trust

(Minority Institution)

MINUTES OF IQAC MEETING

ACADEMIC YEAR

2019-2020

IQAC ORIENTATION

Date: 15.07.2019   Time: 3.00 pm
Venue: IT Lab

AGENDA

Standardized the infrastructure
Improving the Research department.
Improve the quality of Learning Methodology
Discussion about Alumni Enrollment
Discussion about Institutional Distinctiveness

Minutes of the Meeting

IQAC orientation meeting is held at IT lab for all staff members. Dr. Seyed Mohammed IQAC co-ordinator of Sadakathullah Appa College is the chief speaker. He pointed to the following

> Self finance colleges need NAAC , So they can raise their standard in infrastructure, research, and learning. They will get most student enrollment applications

> Teacher Profile needs to be included in NAAC

> This should be recorded by the HOD based on students' satisfaction surveys.

> Alumni role & responsibility had been discussed

> Institutional Distinctiveness that distinguish an educational institution from others in terms of its mission, vision, values, academic programs and support services.

> OBE - outcome based education is important and have to be conducted frequently Ex. Sales fair

> Examination mode to be in the form of – E mode

> Dynamic website is a website containing data that can be mutable or changeable. It uses client-side or server scripting to generate mutable content.

> The executive summary needs to be written and the college profile needs to be framed.

> Submission of AQAR Quality Assurance report is mandatory

> Promote Google class room e-content to students.

> Outreach programs – Adopt villages

> Faculty empowerment strategies in each sector.

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IQAC MEETING

Date : 15.08.2019   Time: 10.00 am

Venue: C.S Lab

AGENDA

❖ Overview of IQAC Activities and future plans

❖ Suggestions and Recommendations on

> ➤ Academic Audit
>
> ➤ Self Study Report
>
> ➤ Curricular Aspects
>
> ➤ Field Project
>
> ➤ Stakeholders Feedback
>
> ➤ Research, Innovations and Extensions
>
> ➤ Infrastructural Planning
>
> ➤ Department maintenance
>
> ➤ Student Support and Progression

MINUTES OF THE MEETING

SUGGESTIONS

- Academic audit is very significant.
- Self-study report has to be made properly
- Curriculum Aspects needs to be framed precise.
- Add on course, certificate course helps the students to gain extra knowledge
- BOS meeting – Call letters to be filed.
- Qualitative & Quantitative metrics to be established.
- Deeniyat & Moral classes to be recorded & exams to be recorded & exams to be conducted
- The Governing board needs to sanction field project.
- The front page of the field project needs to be scanned.
- Syllabus related feedback needs to be taken from stakeholders.
- Stakeholders Feedback needs to be framed & displayed in website

Research, Innovation & Extension

- Incubator centre has to be established
- Patent rights regarding seminar from "Anna University" have to be done
- Research team should actively participate in all seminar, conference and research oriented programmes

Infrastructure

- Library Total no of books/ No of students should be 10
- How many teachers & students use the library per day/Total no of teachers & Students X100
- Lecture copying system
- Recording facility & e-content

Department of Maintenance

Student support & progression

- Placement for last 5years is conducted
- Details of students progression for --- (get id card, roll no, education)
- Competitive exam for NET/SET/TNPSC coaching should be provided to the students

Academic audit

The Academic Audit should be based on

- Establishment of Dept.
- Support Staff list
- Work load / Time table to be submitted
- Sanctioned strength
- Infrastructure of the dept.
- Faculty profile and student profile to be updated.
- Seminar organized by dept.
- Course plan

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IQAC MEETING

Date: 27.09.2019   Time: 10.30 a.m
Venue: ICT Hall

AGENDA

- ❖ Overview of NAAC process is presented by an IQAC Coordinator.
- ❖ 7th Criteria head Dr. Aruna Jothi presented the report.

MINUTES OF THE MEETING

SUGGESTIONS

A suggestion has been made by the secretary of our college regarding criteria 7.1.6 rain water harvesting.

Ramp – Wheelchair to the physically challenged students

The external coordinator made suggestions to promote secularism at the Blood Test Rally.

7.1.1. Importance of Gender equality should be taught.

7.1.2 Emergency care gate pass is an optional indication of total strength.

7.1.4 LED bulbs to be fixed

7.1.7 Circular for Plastic free campus paperless office – Reuse of paper - one side paper could be used in order to avoid the unwanted wastage of paper.

7.1.8 Details will affect management

7.1.9 Wheelchairs must be arranged

7.1.10 Location advantages, participation in programmes in and around the area.

7.1.12 Code of conduct approved by the governing board

7.1.19 Administrative Hierarchy – Website

7.2.1 Best practices – suggested by the external coordinator. Helping hands/ Course plan

Action Taken Report

OBE is implemented in Economics, Business Administration and Commerce Departments through sales fair. Department have done OBE through Association Competition.

IQAC Coordinator

R.C.Vasuki

Principal

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4