

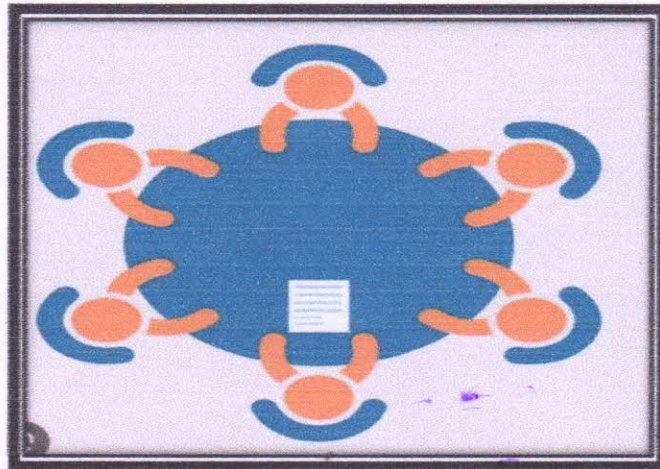


**WAVOO WAJEEHA WOMEN'S COLLEGE
OF ARTS AND SCIENCE, KAYALPATNAM**
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

**Run by Wavoo SAR Educational Trust
(Minority Institution)**



MINUTES OF IQAC MEETING



ACADEMIC YEAR

2020-2021

NAAC Meeting with Management Members

Date: 18.03.2020

Time: 12.00 pm

Venue: ICT Hall

AGENDA

- The IQAC Coordinator prepared the criteria heads to address the management with their progress.
- Discussions about ICT-enabled classrooms.
- Discussions about infrastructure

MINUTES OF THE MEETING

Criterion I

- Each department needs an ICT-enabled classroom.
- Feedback from students, alumni, and teachers is in progress.

Criterion II

- ICT enabled class room.
- Apps of learning to be updated
- LMS to be implemented.

Criterion III

- Appraise the staff research publication.
- Consultation with a research consultancy is required.

Criterion IV

- Infrastructure to be updated
- Construction of a chemistry lab, auditorium, and guest room is underway.
- Need reference cupboard

- Stock furniture and scrap records are to be maintained.
- Solar Panel
- Place the furniture according to the numbering.
- Rank boards and notice boards should be placed by the department.
- P.G. Staff Room
- P.A. System, including P.G. Block.
- Installment of announcement system in the front room.

Criterion V

- We had planned to install an English lab in the room soon.
- The placement cell was also due for an update. Additionally,
- we had plans to form a sports team..

Criterion VI

- We had planned to install an English lab in the room soon.
- The placement cell was also due for an update.
- Additionally, we had plans to form a sports team.
- Funds from the alumni & NGO's to be received by the institution.

Criterion VII

- A waste management policy was implemented to ensure a clean and sustainable environment in the college.
- The green landscapes, gardening, and medicinal plants grew beautifully, creating a serene and healthy atmosphere for the students.
- The ramp from the PG block to the UG block was constructed, providing easy access between the two blocks. The construction of the ramp from the PG block to the UG block was a great decision, as it provides easy access between the two blocks for disabled students.

General instructions by the secretary

- The management requisitioned to be given in written format (letter) to the president and mailed to the asst. Secretary.
- Requisition timing was allotted.
- Repeated progress was made with weekly reviews.

PEER REVIEW MEETING OF NAAC REVIEW

Venue: Seminar Hall

Date : 11.01.2021

Time: 11.30 am

AGENDA

- ❖ Introduction and welcome address by principal
- ❖ Keynote address delivered by Dr.M.Mohamed Sathik, Principal, Sadakathullah Appa College, Tirunelveli.
- ❖ Discussions on necessity of NAAC Accreditation

MINUTES OF THE MEETING

The Internal Quality Assurance Cell (IQAC) of Wavoo Wajecha Women's College of Arts and Science, Kayalpatnam, organized a peer review meeting of the National Assessment and Accreditation Council (NAAC) in collaboration with Sadakathullah Appa College, Tirunelveli, under the PARAMARSH scheme. The event took place on January 11, 2021, in the ICT hall, in the esteemed presence of our honorable founder, Alhaj Wavoo S. Seyed Abdur Rahman, and Assistant Secretary, Haji Hafiz Wavoo S. A. R. Ahmed Ishaque. The gathering comprised approximately 64 participants, including the Director, Principal, criteria members, and IQAC coordinator.

The proceedings commenced at 11:30 AM with a Quirath led by Mrs. Aysha Muzamila, Assistant Professor of Business Administration. Dr. Vasuki, the principal, extended a warm welcome to the attendees.

The keynote address was delivered by Dr. M. Mohamed Sathik, Principal of Sadakathullah Appa College, Tirunelveli. During his address, he emphasized the necessity of NAAC accreditation and highlighted the specific NAAC requirements for a self-financed college.

S. A. Rahmath Ameena Begum, IQAC Coordinator and Professor in the Department of Business Administration presented the institution's Self Study Report. Subsequently, a criterion presentation ensued, followed by a summary of their respective criteria.

Dr. S. M. A. Syed Mohamed Khaja, Vice Principal of Sadakathullah Appa College, provided insights into a satisfactory survey, logistical considerations, and the forthcoming peer team visit.

The meeting concluded with an engaging and informative interaction between the participants and the mentor college team members, during which all queries were addressed. Shajun Nisha, Assistant Professor in the Computer Science Department, played a pivotal role in facilitating this discussion.

The vote of thanks was graciously proposed by Dr. J. Sugantham Parthasarathy, Assistant Professor of Economics and IQAC Assistant Coordinator.

The session concluded with a Duah recitation by Mrs. Muthu Mohudoom Fathima, Head and *Assistant Professor of the Arabic Department.*

The meeting proved immensely beneficial, offering attendees a comprehensive understanding of the NAAC accreditation criteria. The mentor college advisors played a crucial role in disseminating valuable information and insights.

Sathakathullah Appa College guest names

1. Principal (Dr.M.Mohamed Sathik)

2. Vice Principal (Dr.S.M.A.Syed Mohamed Khaja)
3. IQAC Coordinator (Dr.A.Syed Mohamed)
4. Asst.IQAC Coordinator (Mr.S.Khaleel Ahamed)
5. Asst.Professor , CS dept. (Dr.S.Shajun Nisha)

Members present

1. Alhaj Wavoo S.Seyed Abdur Rahman
2. Haji Hafiz Wavoo S.A.R.Ahmed Ishaque
3. Dr.Mrs.R.C.Vasuki
4. Mrs.S.A.Rahmath Ameena Begum
5. Dr.Mrs.J.Sugantham Parimala
6. Mrs.M.Rajalakshmi
7. Mrs.S.N.Sithi Snamia
8. Dr. Mrs.L.Noor Asma
9. Mrs.K.Anita Blessie Rani
10. Mrs.S.A.K.Muthu Mohudoom Fathima
11. Dr.Mrs.J.Kavitha
12. Dr.Mrs.R.Aruna Jothi
13. Ms.I.Malini
14. Dr.Mrs.S.Sathya Bama

15. Mrs.S.V.Siva Abinaya
16. Ms.R.Joebrit Rodrigo
- 17.Mrs.Siva Mahalakshmi
18. Mrs.G.Jeya Lakshmi
19. Ms.S.Mari Malarvann
- 20.Mrs.A.Aysha Muzammila
21. Dr.Mrs.M.Thirumathi
22. Mrs.S.Jeya Ratna
23. Dr.Mrs.A.Kalpana Devi
24. Ms.K.Kalaivani
25. Dr.Mrs.S.Mari Thangam
26. Mrs.B.Ruby Laitina
27. Mrs.Benazir
28. Mrs.S.Kiruthika
29. Ms.V.P.Kousalya
30. Mrs.A.Nesa Agnes Bellinta
31. Dr.Mrs.A.Sudha
- 32.Dr.Mrs.M.Christy Mercy
33. Ms.V.Amali Theresa

34. Ms.S.Malathi

35. Mrs.S.M.Jainul Rinocha

36. Ms.S.Renuga

37. Dr.Mrs.Y.Mumtaj Begam

38. Dr.S.Angeli Latina

39. Mrs.Bravina Blessy Florida

40. Mrs.S.Karthika

41. Mrs.V.Selvi

42. Mrs.S.Deepalakshmi

FACULTY DEVELOPMENT PROGRAMME

Venue : ICT Hall

Date : 18.03.2021

Time : 10.30 am

AGENDA

- ❖ Introduction and welcome address by Mrs.Aysha Muzammila, Assistant professor Dept of Business Administration.
- ❖ A felicitation address was delivered by Dr. Vasuki, principal of our college
- ❖ Discussions on necessity of professional ethics enrichment.

MINUTES OF THE MEETING

Aim: To Promote Professional Ethics among Teaching Staff, Administrative Staff, Drivers, and Support Staff

The Faculty Development Programme (FDP), designed to foster professional ethics enrichment among diverse staff categories, was successfully conducted at [Insert Venue] on [Insert Date]. The event proved to be a remarkable initiative, nurturing a culture of ethical excellence across the college community.

The proceedings commenced with a solemn opening, as P.S.M. Mohudoom Meera Natchi, a student in the III B.Sc. Mathematics program, led a quietude-invoking "quirath." Mrs. Aysha Muzammila, Assistant Professor in the Department of Business Administration, extended a warm welcome through her articulate and insightful opening speech.

The esteemed Chief Guest of the event, Dr. S. Manova Raja, Founder and CEO of Fraghen Academy, Tirunelveli, was introduced with grace and dignity by Mrs. S.A. Rahmath Ameena Begum, Assistant Professor of Business Administration. Dr. Vasuki, the distinguished principal of the college, then presented a felicitation address, highlighting the significance of ethical conduct in the academic and professional realms.

Dr. S. Manova Raja, in his role as a distinguished guest, illuminated the gathering with a captivating discourse on various dimensions of professional ethics. His engaging insights and thought-provoking perspectives left an indelible mark on the attendees, fostering a heightened awareness of the subject.

The technical sessions, meticulously tailored to the specific needs of different staff categories, unfolded seamlessly. The first session, commencing at 11:30 am, catered to drivers and maintenance staff. It was a resounding success, capturing the audience's attention with its captivating content and innovative approach.

Subsequently, the second session, targeting administrative staff, transpired from 12:15 pm to 1:30 pm. This session, characterized by its compelling content, struck a chord with administrative personnel, serving as a catalyst for motivation and self-improvement.

The third and final session, commencing at 2:00 p.m. and culminating with the teaching staff, was a profound exploration of effective task management. Participants were enlightened with strategies to optimize their responsibilities, thereby contributing to the overall efficiency of the institution.

The resounding success of the FDP program was evident as participants expressed gratitude for the newfound knowledge and perspectives gained. The program proved to be a transformative experience, fostering a culture of ethical awareness and professional growth.

The presence and contributions of Dr. S. Manova Raja, the Chief Guest, were integral to the program's success. His insightful discourse and engaging interactions enriched the learning experience for all.

The event concluded on a note of gratitude as Dr. J. Sugantham Parimala, Assistant Professor of Economics, extended heartfelt thanks to all stakeholders involved. The program culminated with a solemn duah, led by M.S. Ahmed Mazooka, a student in the III B.Sc. Mathematics program, invoking blessings for a future steeped in ethical excellence.

In essence, the Faculty Development Program proved to be an informative, impactful, and transformative initiative, positioning the college community on a trajectory of ethical enlightenment and professional enhancement.



IQAC Coordinator



Asst. IQAC Coordinator



Principal

PRINCIPAL
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Theethukudi Dist., Tamil Nadu.