



# **Sadakathullah Appa College**

*\*An Autonomous Institution, Re-Accredited by NAAC at an 'A' Grade, \* ISO 9001: 2015 Certified \**

## **CRITERION VI**

### **Governance, Leadership and Management**

#### **6.5.3 Quality Assurance Initiatives of the Institution**

##### **1. Meetings Organized by IQAC (2016-2021)**

*Submitted to*

**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
(NAAC)**

August 2022





# Sadakathullah Appa College

\*An Autonomous Institution, Re-Accredited by NAAC at an 'A' Grade, \* ISO 9001: 2015 Certified \*

## Meetings Organized by IQAC

Academic Year	Total Number of Meetings
2020 - 2021	31
2019 - 2020	50
2018 - 2019	10
2017 - 2018	15
2016 - 2017	6



PRINCIPAL

PRINCIPAL  
SADAKATHULLAH APPA COLLEGE  
Rahmath Nagar, TIRUNELVELI - 627 011.







# Sadakathullah Appa College

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## Meetings Organized by the IQAC (2021 – 2016)

Academic Year	Dates	Meetings Organized by the IQAC	No. of participants
2020– 2021	16.09.2020	IQAC Meeting	23
	08.01.2021	IQAC Meeting	29
	13.07.2021	IQAC Meeting	35
	19.11.2021	IQAC Meeting	31
	02.12.2020	Criterion I –Curricular Aspects– Criterion I Members	18
	07.12.2020	Criterion I – Curricular Aspects – Head of the Departments, Liaison Officers and members of the First Criterion	61
	10.12.2020	Metrics in connection with the College Library and the Physical Education Department	17
	14.12.2020	College Office Members – Preparation of IIQA, Basic Profile and Extended Profile	27
	14.12.2020	Core Committee Meeting – Preparation of Budget Requisition to the Secretary	8
	15.12.2020	Metrics in connection with Part V, Placement Cell and Career Guidance Cell	17
	16.12.2020	Meeting in connection with the preparation of the Executive Summary	6
	19.12.2020	Presentation of the report of the metrics pertaining to the College Library and the Physical Education Department	8
	21.12.2020	A Preparative meeting in connection with the budget preparation ahead of the NAAC visit	12
	22.12.2020	Presentation of the report the metrics pertaining to Part V, Youth Welfare, Career Guidance Cell, Placement Cell	18
	23.12.2020	Presentation of the report pertaining to the IIQA Basic & Extended Profile	27
	06.01.2021	Meeting with staff members for Green & Energy Auditing	26





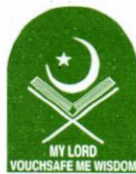
# Sadakathullah Appa College

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2020 - 2021	07.01.2021	Meeting related to NAAC Qualitative Metrics	26
	12.01.2021	Meeting related to NAAC Qualitative Metrics – Criterion II	14
	13.01.2021	Meeting related to NAAC Qualitative Metrics – Criterion III	19
	20.01.2021	Meeting related to NAAC Qualitative Metrics – Criterion VI	15
	29.01.2021	Meeting related to NAAC Qualitative Metrics – Criterion I & VII	16
	01.02.2021	Meeting related to NAAC Qualitative Metrics – (Criterion III, IV & V)	16
	01.02.2021	Meeting related to NAAC Qualitative Metrics - (Criterion II & VI)	14
	05.02.2021	Progress Review Meeting Concerning the Basic Profile & Extended Profile'	7
	11.02.2021	Meeting with Criterion wise conveners for the Qualitative Metrics	19
	22.02.2021	Meeting concerning the presentation of Criterion wise Quantitative Metrics for Criterion I,II and VI	13
	23.02.2021	An Interaction with the faculty members from Dhananjayrao Gadgil College of Commerce, Satara, Maharashtra	8
	03.03.2021	An Interaction with the faculty members from Mentee Institution St. Alphonsa College of Arts and Science, Karnikal	4
	06.03.2021	An Interaction with the faculty members from Mentee Institution Government college of Arts and Science, Kovilpatti	4
	08.03.2021	Meeting in connection with the finance related NAAC Metrics	8
	19.04.2021	Meeting concerning the presentation of Criterion wise Quantitative Metrics for Criterion- V	5
2019 - 2020	30.07.2019	IQAC Meeting	26
	31.10.2019	IQAC Meeting	34
	07.03.2020	IQAC Meeting	68







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2019-2020	31.07.2019	Preparation meeting ahead of the NAAC visit all the members of the Criterion III	16
	05.08.2019	Preparatory meeting ahead of NAAC visit for all the members of the Criterion VI	18
	07.08.2019	Preparatory meeting ahead of NAAC visit for all the members of the Criterion V	20
	08.08.2019	Preparation second meeting ahead of the NAAC visit for all the members of the Criterion III	22
	09.08.2019	Preparatory meeting ahead of NAAC visit for all the members of the Criterion- I	13
	19.08.2019	Preparatory meeting ahead of NAAC visit for all the members of the Criterion-IV	22
	21.08.2019	Meeting with the staff who were recruited after 2014 in connection with NAAC Preparatory Measures	31
	22.08.2019	Preparatory meeting ahead of NAAC visit for all the members of the Criterion II	24
	26.08.2019	Preparatory meeting with the Unaided Staff (PhD Holders) ahead of the NAAC visit	27
	27.08.2019	A Preparatory meeting with the Liaison Officers (Both Aided and Unaided) ahead of the NAAC visit	25
	29.08.2019	A Preparatory meeting with the Heads of the Department (Both Aided and Unaided) ahead of the NAAC visit	28
	03.09.2019	A Second meeting with the members of Criterion V ahead of the NAAC visit	10
	04.09.2019	A Preparatory meeting with the members of Conveners of different committees ahead of the NAAC	16
	05.09.2019	A meeting on Outcome Based Education with all the Heads of the Departments	33
	06.09.2019	A third meeting with the members of Criterion V ahead of the NAAC visit	6
	10.09.2019	A Meeting with the members of Criterion VI ahead of the NAAC visit	11





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2019 - 2020	17.09.2019	A Meeting with the members of Criterion III ahead of the NAAC visit	16
	18.09.2019	A Second meeting with members of Criterion III ahead of the NAAC visit	16
	19.09.2019	A second meeting with the members of Criterion VII ahead of the NAAC visit	14
	19.09.2019	The department of Commerce staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal	10
	19.09.2019	The department of Tamil staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal	4
	19.09.2019	The department of Chemistry staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal	7
	20.09.2019	The department of Microbiology staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal	8
	20.09.2019	The department of Computer Science staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal	3
	20.09.2019	The department of Physics staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal	9
	23.09.2019	The department of English staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal	8







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2019- 2020	23.09.2019	The department of Arabic staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal	5
	23.09.2019	The department of History staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal	6
	23.09.2019	The department of Zoology staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal	6
	23.09.2019	A meeting on Outcome Based Education with all the Committee Members	10
	25.09.2019	A meeting with the members of Criterion VI for the third time	13
	26.09.2019	A meeting with members of Criterion II for the second time	22
	01.10.2019	A meeting with all the Heads of the Department and Administrative Heads with the Secretary of our College Management and the Management Executive Committee members	48
	03.10.2019	Second level meeting with the members of Criterion IV	16
	04.10.2019	A meeting of the Deans, IQAC Coordinator & the NIRF Coordinator for an interaction with Dr.James, IQAC Coordinator, Scott Christian College, Nagercoil, TamilNadu	25
	11.10.2019	Third level meeting with the members of Criterion III	6
	19.10.2019	A Second meeting with the members of Criterion I	9
	31.10.2019	NAAC Core Committee Meeting	24
	11.12.2019	A meeting with the HODs regarding the submission of AQAR- Criterion I through the online mode	31





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2019 - 2020	18.12.2019	A meeting with the HODs regarding the submission of AQAR through the online mode	17
	23.12.2019	A meeting the Staff members in connection with the upload of the AQAR for the Academic year 2018-2019	15
	24.12.2019	A meeting with the HODs in connection with the submission of AQAR 2018-2019	22
	03.01.2020	A meeting with the members of Criterion III (Research and Innovation)	18
	08.01.2020	A meeting with the HODs in connection with the preparation of SSR for the NAAC IV Cycle	28
	09.01.2020	A meeting with the members of Criterion V (Student Support and Progression)	17
	11.01.2020	A meeting with the Staff members in connection with the preparation of SSR for the NAAC IV Cycle	17
	13.02.2020	A Meeting with staff members for a preparatory for NAAC Reaccreditation process	22
2018 - 2019	01.11.2018	IQAC Meeting	15
	26.02.2019	IQAC Meeting	28
	07.07.2018	Preperation of Mock Presentation for NAAC visit	63
	07.07.2018	Autonomy Review Committee Meeting	162
	10.07.2018	An Interaction between Managing Committee and the Staff members	123
	26.07.2018	Inauguration of NPTEL-SWAYAM Chapter	117
	29.08.2018	Interaction between the IQAC and Liason officers for the Annual Quality Assurance Report	32
	17.09.2018	Faculty Development Programme on Creative Thinking	24
	18.09.2018	Faculty Development Programme on Creative Thinking	21
	15.04.2019	A Preparatory meeting ahead of the NAAC visit for all the members of the Criterion III	31
2017 - 2018	04.01.2018	IQAC Meeting	35
	30.01.2018	IQAC Meeting	33







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2017 -2018	05.10.2017	Meeting with the staff members for their profile updation	29
	09.10.2017	Meeting with the staff members for their profile updation	24
	10.10.2017	Meeting with the staff members for their profile updation	14
	11.10.2017	Meeting with the staff members for their profile updation	25
	12.10.2017	Meeting with the staff members for their profile updation	33
	13.10.2017	Meeting with the staff members for their profile updation	10
	06.11.2017	Meeting with the staff members for their profile updation	23
	29.01.2018	IQAC Preperation of Autonomy Review Report Compliance Meeting	5
	03.02.2018	One day faculty training programme on stress management and time management	135
	05.04.2018	Autonomy Review Committee Meeting	43
	25.04.2018	Autonomy Review Committee Meeting	50
	26.04.2018	Autonomy Review Committee Meeting	16
	03.05.2018	Autonomy Review Committee Meeting	14
2016 - 2017	20.12.2016	IQAC Meeting	9
	30.01.2017	IQAC Meeting	10
	03.09.2016	Special Lecture on Challenges in undertaking Minor and Major research projects from UGC and other funding agencies	107
	20.10.2016	Meeting for two day faculty development programme on Emotional Intelligence	36
	20.12.2016	Editorial Board for the Publication of the Proceedings of the two day National Seminar	8
	03.02.2017	Preperatory Meeting for IQAC Seminar to be held on 7.02.2017 & 8.02.2017	12



  
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# **CRITERION VI**

## **Governance, Leadership and Management**

### **6.5.3 Quality Assurance Initiatives of the Institution**

#### **IQAC MEETINGS**

**(2016-2021)**

**[REPORT]**

*Submitted to*

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

August 2022



## Meeting- 1

IQAC Steering Committee Meeting	
Venue : Zoom via	Time : 3.30 P.M.
Date : 16.09.2020 (Postponed due to Covid-19 Lock down)	
1. Invocation	: Mr. J. Ubaiyathulla Assistant Professor & Head Department of Arabic
2. Welcome Address	: Dr. M. Mohamed Sathik Principal & IQAC Chairperson
3. Presidential Address	: Alhaj. T.E.S. Fathu Rabbani, Secretary & Correspondent Sadakathullah Appa College, Tirunelveli - 11.
AGENDA 1	
4. 1. Resolutions and Action Taken Report of the last IQAC Steering Committee meeting 2. Quality Initiatives taken by the IQAC	: Dr. A. Syed Mohamed IQAC Coordinator
AGENDA 2	
5. Duties and Responsibilities	: Dr. M. Mohamed Sathik Principal & IQAC Chairperson
AGENDA 3	
6. 1. Criterion-wise Progress Reports 2. Paramarsh Scheme - Mentee Institution Action Plan & Progress Reports	: Dr. A. Syed Mohamed IQAC Coordinator
AGENDA 4	
7. Feedback about the Curriculum from the Students	: Dr. S.M. Abdul Kader Dean of Sciences
AGENDA 5	
8. Feedback for the Odd Semester from the III Year Students	: Dr. A. Shakul Hamid, HoD, Department of Computer Science
AGENDA 6	
9. Students' Satisfaction Survey from the II Year Students	: Dr. A. Mahadevan Dean of Arts
AGENDA 7	
10. Future plan for the academic year 2020 - 2021	: Dr. M. Mohamed Sathik Principal & IQAC Chairperson
11. Vote of Thanks	: Mr. S. Khaleel Ahamed IQAC Assistant Coordinator

Meeting ID	Topic	
5412804293	SAC IQAC's Personal Meeting Room	
User Email	Start Time	End Time
saciqacordinator@gmail.com	09/16/2020 03:09:40 PM	09/16/2020 05:19:23 PM
Duration (Minutes)	Participants	
130	35	
Name (Original Name)	User Email	Total Duration (Minutes)
1 HAMIL		117
2 Dr. Mahadevan		109
3 Dr. R. Janet	fenellahebe2825@gmail.com	63
4 Dr. S. Mohamed Haneef		112
5 OPPO A9 2020		18
6 Dr. R. Janet		4
7 SITHI JAMEELA		108
8 Syed Ali Fathima	syedalifathima2014@gmail.com	93
9 SAC IQAC	saciqacordinator@gmail.com	130
10 khaleel ahamed	ahamedk83@gmail.com	20
11 Zahir Hussain	mizahirhussain@gmail.com	116
12 Dr. K. Hema		104
13 Abdul Karim	baaksac@gmail.com	83
14 Galaxy J4		102
15 Dr.J.Ubaidullah		97
16 Sulthana Barvin	drsbsac@gmail.com	95
17 v.chinnathambi		82
18 ASM	asm2032@gmail.com	125
19 S.M.Abdul Kader		67
20 Acer		9
21 Mohamed Sathik	mmdsadiq@gmail.com	122
22 I. Antony Danish		102
23 A. ABDUL KADER	oasisgrass@gmail.com	120



### **Meeting on 16.09.2020**

The Internal Quality Assurance Cell of our college organized a Steering Committee Meeting on 16.09.2020. Dr. M. Mohamed Sathik, Principal, welcomed the gathering. Alhaj. T.E.S. Fathu Rabbani, Secretary and Correspondent presided over the occasion. The agenda included Resolutions and Action taken report of the last IQAC meeting, Quality Initiatives taken by the IQAC, Duties and Responsibilities, Criterion-wise Progress reports, Paramash Scheme –Mentee Institution Action Plan & Progress Reports, Feedback about the Curriculum from the students, Feedback for the Odd semester from the III year students, Students' satisfactory survey from the II year students and Future plan for the academic year 2020 – 21. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant Professor of English, proposed vote of thanks. A total of 23 participants attended the meeting.

**Resolutions & Recommendations – Steering Committee Meeting  
(16.09.2020)**

The following resolutions and recommendations were made at the Steering Committee Meeting held on 16<sup>th</sup> September, 2020 via Zoom App.

**Resolutions:**

1. It was resolved to collect the even semester feedback from III year students when they come to get their Transfer Certificate. It was also resolved to add a separate column for the purpose in the NO DUES form.
2. It was resolved that a Learning Management System(LMS) be created uniquely for our College in collaboration with IIT Bombay.
3. It was resolved to establish a Digital Learning Centre at our college.
4. It was resolved to conduct a One-week Webinar on NAAC Criterion-wise Metrics & Documentation from 28.09.2020 to 04.10.2020 for the Mentee Institutions under the Paramarsh Scheme.

**Recommendations:**

1. The percentage of lighting through LED Bulbs shall be increased from, 40% to 80%.
2. Solid waste incinerators shall be installed.
3. Segregation of the solid wastes shall be encouraged.
4. Vermi-compositing shall be promoted.
5. The waste water treatment plants shall be installed to prevent the penetration of liquid wastes from labs, hostels and reverse osmosis plants
6. The recycled water shall be used for drip irrigation.
7. More rain water harvesting pits shall be dug.
8. Pedestrian friendly pathways may be constructed.
9. No Vehicle Day shall be observed every semester to encourage the usage of bicycles and public transportation among the students and staff of the college.





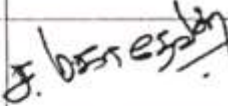

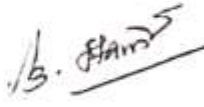


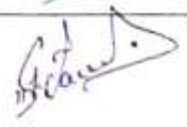
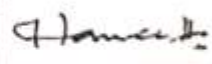




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10. Nursery Garden shall be established inside the campus selling both medicinal and ornamental plants.
  11. A Green and Energy audit shall be conducted.
  12. User-friendly washrooms for physically challenged, display boards and signposts shall be established.
  13. Screen- reading software, softcopies of reading materials shall be provided for the visually challenged students.
  14. More commemorative days shall be observed.
  15. **Geo-tagged photographs** shall be taken as proofs for all the events.

## Meeting - 2

<b>IQAC Steering Committee Meeting</b>	
<b>Venue : Auditorium</b>	<b>Time : 10.30 A.M.</b>
<b>Date : 08.01.2021</b>	
1. Invocation	: Mr. J. Ubaiyathulla Assistant Professor and Head Department of Arabic
2. Welcome Address	: Dr. M. Mohamed Sathik Principal and IQAC Chairperson
3. Presidential Address	: Alhaj. T.E.S. Fathu Rabbani, Secretary and Correspondent Sadakathullah Appa College, Tirunelveli - 627 011.
<b>AGENDA I</b>	
4. Action Taken Report for the Future Plans, Resolutions and Recommendations of the Steering Committee Meeting held on 16.09.2020	: Dr. A. Syed Mohamed IQAC Coordinator
<b>AGENDA II</b>	
5. Quality Initiatives taken by the IQAC	: Dr. A. Syed Mohamed IQAC Coordinator
<b>AGENDA III</b>	
6. Students Induction Programme Details	: Dr. S.M. Abdul Kader Dean of Sciences
<b>AGENDA IV</b>	
7. Students' Feedback	: Dr. A. Mahadevan Dean of Arts
<b>AGENDA V</b>	
8. Best Practices	: Dr. M. Mohamed Sathik Principal and IQAC Chairperson
<b>AGENDA VI</b>	
9. Future plan for the academic year 2020 - 2021	: Dr. M. Mohamed Sathik Principal and IQAC Chairperson
10. Vote of Thanks	: Mr. S. Khaleel Ahamed IQAC Assistant Coordinator



Sl. No.	Members of the Steering Committee	Signature
1.	Alhaj. T.E.S. Fathu Rabbani, Secretary, Management Representative and Employer	
2.	Dr. M. Mohamed Sathik, Principal & Chairperson	
3.	Dr. S.M.A. Syed Mohamed Khaja, Vice Principal & Representative (Self Finance)	
4.	Dr. S.H. Mohamed Ameen, Controller of Examinations and Senior Administrative Officer	
5.	Dr. S. Mahadevan, Dean of Arts and Associate Professor	
6.	Dr. S.M. Abdul Kader, Member and Dean of Sciences	
7.	Dr. A. Shakul Hamid, HOD of Computer Science and Senior Member	
8.	Dr. M. Nazeer Ahamed, HOD of History and Senior Member	
9.	Dr. A. Hamil, Bursar and Senior Administrative Officer	
10.	Dr. M. Sithi Jameela, Deputy Controller of Examinations and Associate Professor	
11.	Dr. S. Mohamed Haneef, Member and NIRF Coordinator	
12.	Dr. A. H. Mohideen Badshah, Deputy Warden and Senior Administrative Officer	
13.	Dr. M. Sheik Muhideen Badhusha, Member and Dean (R&D)	

Members of the Steering Committee	Signature
Dr. S. Syed Ali Fathima, Member and AISHE Coordinator	S Syed Ali Fathima 08/01/2021
Dr. K. Hema, Member and Deputy Warden (Hostel)	Hema 08/01/2021
Dr. M. Sulthana Barvin, Member, Part V Coordinator and Assistant Professor	M. Sulthana Barvin 08/01/2021
Dr. M.I. Zahir Hussain, Member, Placement Officer and Assistant Professor	M.I. Zahir Hussain
Dr. I. Antony Danish, Member and ISO Coordinator	I. Antony Danish
Mr. S. Khaleel Ahamed, Member and Assistant Coordinator (IQAC)	S. Khaleel Ahamed
Dr. R. Janet Rani, Research Head, Dept. of Microbiology and Representative (Self Finance Stream)	R. Janet Rani 08/01/2021
Dr. S. Shajun Nisha, Chief Coordinator, Digital Learning Centre	S. Shajun Nisha 08/01/2021
Mr. A. Sheik Mohamed, Superintendent and Senior Administrative Officer	A. Sheik Mohamed 08.01.2021
Mr. E. Kamaludeen, Officer Manager and Senior Administrative Officer	E. Kamaludeen 08/01/2021



Sl. No.	Members of the Steering Committee	Signature
24.	Dr. B.A. Abdul Karim, Administrative Advisor (Representative of Local Society)	 21/12/21
25.	Ms. M. Janaki Devi, (19SMS02) II M.Sc. Computer Science, Student's Representative	 8/1/21
26.	Mr. Kripakaran Krishnan, Partner and Chief Administrator, Nellai Motor TVS and Representative of Alumni	
27.	Dr. K. Senthamarai Kannan, Senior Professor & Head [Dean of Science], Manonmaniam Sundaranar University, Educationist	 08/01/21
28.	Janab. Mohamed Riaz, King's Group of Companies, Industrialist	—
29.	Dr. A. Syed Mohamed, Coordinator (IQAC)	

### **Meeting on 08.01.2021**

The Internal Quality Assurance Cell of our college organized a Steering Committee Meeting on 08.01.2021. Dr. M. Mohamed Sathik, Principal, welcomed the gathering. Alhaj. T.E.S. Fathu Rabbani, Secretary and Correspondent presided over the occasion. The agenda such as Resolutions and Action taken report of the last IQAC meeting, Quality Initiatives taken by the IQAC, Students Induction Programme details, Students' Feedback and Future plan for the academic year 2020-21 were discussed during the meeting. Mr. Kirubakaran Krishnan, Industrialist and our Alumni, attended the meeting. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 29 participants attended the meeting.



The following resolutions and recommendations were made at the Steering Committee Meeting held on 08<sup>th</sup> January, 2021 at the College Auditorium.

**Resolutions:**

It was resolved to place the following future plans of the IQAC at the next Governing Board Meeting.

1. To start B.Sc. Big Data Analysis, B.Sc. Psychology, M.Sc. Nutrition & Dietetics.
2. To establish a studio for developing e-Content that is incorporated into the syllabi.
3. To encourage the staff member to publish a minimum of one research paper in Scopus, Web of Science, UGC Care Journals per year.
4. To initiate the Question Bank system for all the UG Programmes.
5. To introduce e-learning modules from e-Pathshala.
6. To initiate tie-up with British Council for IELTS and other accredited English proficiency tests.
7. To encourage the staff members to create and Spoken Tutorial for Add-on courses, Value Education and Non-Major Electives.
8. To encourage non-teaching faculty to get familiar with IFHRMS (Integrated Financial and Human Resource Management System).

9. To establish systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratories, computers, classrooms, sports complex, etc.

**Recommendations:**

1. It was recommended to take necessary steps to feature among top 200 institutions in NIRF.
2. It was also recommended to strengthen the conduct of the Outreach Programmes.
3. It was recommended to purchase a camera for taking Geo-tagged photographs.
4. It was recommended to celebrate the Golden Jubilee Celebrations in a grand manner for one year and to conduct the valedictory session at the end of the year.
5. It was recommended to train the students before eliciting feedback from them, so as to get good percentage of positive responses. A separate box may be maintained to collect the grievances at the time of training.
6. It was recommended that in depth analysis of the feedback may be done. Verbatim of the responses may be collected and addressed to.
7. It was recommended to carry on the online mode of offering certain features of the programmes and the courses.

## Meeting - 3

### IQAC Steering Committee Meeting

**Venue : Seminar Hall**

**Time : 11.00 A.M.**

**Date : 13.07.2021**

1. Qirath
2. Welcome Address : **Dr. M. Mohamed Sathik**  
Principal and IQAC Chairperson
3. Presidential Address : **Alhaj. T.E.S. Fathu Rabbani,**  
Secretary and Correspondent  
Sadakathullah Appa College,  
Tirunelveli - 627 011.

#### AGENDA I

4. Action Taken Report for the academic year 2020 - 2021 : **Dr. A. Syed Mohamed**  
IQAC Coordinator

#### AGENDA II

5. Systems and procedures for maintaining and utilizing Computers, Library facilities Laboratories, Classrooms and Sports Facilities : **Dr. A. Syed Mohamed**  
IQAC Coordinator

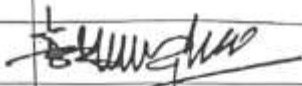




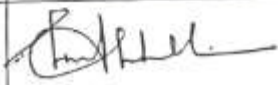

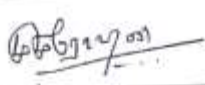

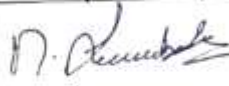



#### AGENDA III

6. Organogram of the Institution : **Dr. M. Mohamed Sathik**  
Principal and IQAC Chairperson

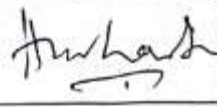

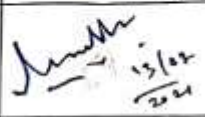
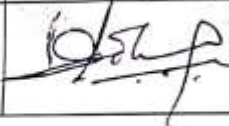
#### AGENDA IV

7. Future plan for the academic year 2021 - 2022 : **Dr. M. Mohamed Sathik**  
Principal and IQAC Chairperson
8. Vote of Thanks : **Mr. S. Khaleel Ahamed**  
IQAC Assistant Coordinator



S. No.	Members of the Steering Committee	Signature
1.	Alhaj. T.E.S. Fathu Rabbani, Secretary	
2.	Alhaj. Dr. M. Mohamed Sathik, Principal & Chairperson	
3.	Dr. S.M.A. Syed Mohamed Khaja, Vice Principal and Senior Member	
4.	Dr. S.H. Mohamed Ameen, HOD of Physics and Senior Member	
5.	Dr. A. Hamil, HOD of Commerce and Senior Member	
6.	Dr. R. Janet Rani, Research Head, Dept. of Microbiology and Senior Member	
7.	Dr. S.M. Abdul Kader, Controller of Examinations, Administrative Officer	
8.	Dr. S. Mohamed Haneef, Dean of English, Administrative Officer	
9.	Dr. M. Mohamed Roshan, Dean of Sciences, Administrative Officer	
10.	Dr. M.N. Mohamed Abusali Sheik, Bursar, Administrative Officer	
11.	Dr. M. Sheik Muhideen Badhusa, Dean (R&D), Administrative Officer	
12.	Mrs. A. Rashetha Begam, Dean of Students' Affairs, Administrative Officer	
13.	Dr. M. Sulthana Barvin, Dean of Sports, Administrative Officer	
14.	Dr. S. Shajun Nisha, Dean of Digital Learning Centre, Administrative Officer	

S. No.	Members of the Steering Committee	Signature
15.	Dr. S. Syed Ali Fathima, Member and AISHE Coordinator	S. Syed Ali Fathima 13/7/21
16.	Dr. I. Antony Danish, Member and ISO Coordinator	
17.	Dr. Kanna Muthiah, Deputy Controller of Examinations and Research Centre Head, Department of English	Kanna M. 13/7/21
18.	Dr. R.R. Saravanakumar, Member, Librarian	R.R. Saravanakumar 13/7/21
19.	Dr. M.I. Zahir Hussain, Member, Placement Officer and Assistant Professor	M.I. Zahir Hussain 13/7/21
20.	Dr. A. H. Mohideen Badshah, Deputy Warden (Hostel) and Assistant Professor of History,	A. H. Mohideen Badshah 13/7/21
21.	Dr. K. Hema, Deputy Warden (Hostel) and Assistant Professor of English	K. Hema 13/7/21
22.	Mr. S. Khaleel Ahamed, Assistant Coordinator (IQAC) and Assistant Professor of English	
23.	Mr. A. Sheik Mohamed, Superintendent, Administrative Officer	A. Sheik Mohamed 13.07.2021
24.	Ms. S.P. Anees Rahuman, Office Manager, Administrative Officer	S.P. Anees Rahuman 13/07/21
25.	Dr. P. Madhava Soma Sundaram, Professor, Dept. of Criminology and Criminal Justice (Educationist)	
26.	Alhaj. S. Ahamed Meeran, Managing Director, The Professional Couriers, Chennai, (Industrialist)	
27.	Mr. Kripakaran Krishnan, Partner and Chief Administrator, Nellai Motor TVS Tirunelveli (Representative of Alumni)	
28.	Mr. Sankar Raman, Advocate, Tirunelveli (Representative from the (Local Society)	
29.	Ms. Hasna Naziya 19SMP03 (Representative of Student)	Hasna Naziya 13/7/21
30.	Dr. A. Syed Mohamed, Coordinator (IQAC)	

S. No.	SPECIAL INVITEES	Signature
1.	Alhaj. H.M. Shaik Abdul Cader Treasurer	
2.	Alhaj. M.K.M. Mohamed Nazar Executive Committee Member	
3.	Janab. Er. L.K.M.A Mohammed Nawab Hussain Executive Committee Member	
4.	Dr. B.A. Abdul Karim Administrative Advisor	
5.	Er. M. Adam Executive Committee Member	



### **Meeting on 13.07.2021**

The Internal Quality Assurance Cell of our college organized a Steering Committee Meeting on 13.07.2021. Dr. M. Mohamed Sathik, Principal, welcomed the gathering. Alhaj. T.E.S. Fathu Rabbani, Secretary and Correspondent presided over the occasion. The agenda such as Resolutions and Action taken report of the last IQAC meeting, Systems and procedures for maintaining and utilizing computers, library facilities, laboratories, classrooms, sports facilities, Organogram of the institution and future plan for the academic year 2021-22 were discussed. Mr.Kirubakaran Krishnan, Industrialist and our Alumni, attended the meeting. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant Professor of English, proposed vote of thanks. A total of 35 participants attended the meeting.

The following resolutions and recommendations were made at the Steering Committee Meeting held on 13<sup>th</sup> July, 2021 at the College Seminar Hall.

Thirty members of the Steering Committee were present.

**Resolutions:-**

The following resolutions have been made at the meeting:

1. It was resolved to implement the systems and procedures for maintaining and utilizing Computers, Library facilities, Classrooms and Sports facilities chalked out by the IQAC.
2. It was resolved to display the Organogram of the institution and display it at strategic points.
3. It was resolved to start the process of introducing B.Com (Honours), B.A Criminology and Police Administration in the next academic year (2022-2023).
4. It was resolved to dig a Rainwater Harvesting Pit.
5. It was resolved to purchase Braille Software for Visually Challenged students.
6. It was resolved to construct separate toilets for physically challenged with all amenities.
7. It was resolved to construct a Car Shed.
8. It was resolved to initiate the establishment of Sadakath Medical Lab and Diagnostic Centre.
9. It was resolved to initiate the establishment of Sadakath Cooperative Store.

10. It was resolved to initiate the process of promotional plan for obtaining Patent Rights by faculty members.
11. It was resolved to initiate the process of promotional plan for Book Publications by faculty members.

### **Recommendations:**

1. The syllabus copy shall be given to students on the first day of the college opening.
2. Students working under the EWYL Scheme may be deputed as scribes for Visually Challenged students during exams.
3. It may be considered Part-time Research Scholars to be allowed to take / borrow books.
4. Awareness programmes towards Patents to be conducted for the faculty.
5. Patent and its related aspects to be dealt with by means of an exclusive Coordinator.
6. A forum/club to be formed for the research heads to meet every week to discuss and share ideas, plans etc. concerning the Research Activities.
7. To enable the Library as a Fully automated one so as to score high in Criterion 4 in NAAC.
8. It was recommended to purchase more computers to maintain the 1 computer for 10 students ratio.
9. The old systems (Computers) in the English language lab to



be replaced with high Configuration Systems.

10. A separate Computer Lab for the Commerce and Mathematics students may be established.
11. Thirty LCD projectors to be purchased.
12. It was recommended to deduct a particular amount from the faculty's salary if they do not return books from the library within the stipulated time.
13. Learning Management System (LMS) to be implemented.
14. Towards e-content development, a 40 minute video lecture to be prepared by the faculty.
15. Long Jump facility on the college campus to be made available.
16. The Programmers' working hours to be fixed from 9 am to 5 pm to facilitate the optimum use of Manpower.
17. A full fledged Data Centre to be established.
18. Central Resource Maintenance unit to be set up to share the resources available on the campus.
19. Maintenance works such as AC Service and Computer Service may be outsourced.
20. The ways and means for generating funds/money from the sources such as sports facilities, Nutrition Lab to be looked into.
21. Disposable Mechanism of the Waste (Waste Water Management) in the Chemistry department to be provided.
22. Water Management shall be implemented on the campus.

## Meeting – 4

### IQAC Steering Committee Meeting

Venue: Seminar Hall  
Date :19.11.2021

Time : 10.00 A.M.

1. Qirath

2. Welcome Address : **Dr. M. Mohamed Sathik**  
Principal and IQAC Chairperson

3. Presidential Address : **Alhaj. T.E.S. Fathu Rabbani**  
Secretary and Correspondent  
Sadakathullah Appa College  
Tirunelveli – 627 011.

#### AGENDA I

4. Action Taken Report for the  
Future Plans and Resolutions  
of the previous Steering  
Committee Meeting held on : **Dr. A. Syed Mohamed**  
13.07.2021 IQAC Coordinator

#### AGENDA II

5. Quality Initiatives : **Dr. A. Syed Mohamed**  
IQAC Coordinator

#### AGENDA III

6. Academic Administrative Audit : **Dr. M. Mohamed Sathik**  
Report for the year 2020 – 2021 Principal and IQAC Chairperson

#### AGENDA IV

7. Presentation of the : **Dr. S. Mohamed Haneef**  
Feedback Report Dean of Arts

**Dr. M. Mohamed Roshan**  
Dean of Sciences

#### AGENDA V

8. Presentation of Criterion-wise : **Criterion - wise Conveners**  
Metrics



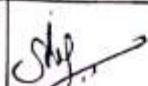
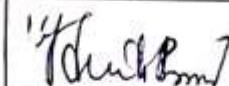
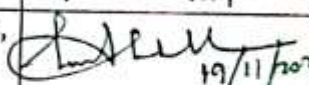
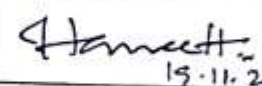
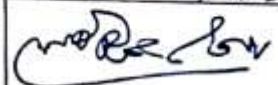

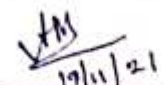

#### AGENDA VI

9. Submission of the IIQA : **Dr. A. Syed Mohamed**  
IQAC Coordinator

#### AGENDA VII

10. Future Plans : **Dr. A. Syed Mohamed**  
IQAC Coordinator

10. Vote of thanks : **Mr. S. Khaleel Ahamed**  
Deputy IQAC Coordinator

S. No.	Members of the Steering Committee	Signature
1.	Alhaj. T.E.S. Fathu Rabbani, Secretary	
2.	Alhaj. Dr. M. Mohamed Sathik, Principal & Chairperson	
3.	Dr. S.M.A. Syed Mohamed Khaja, Vice Principal and Senior Member	
4.	Dr. S.H. Mohamed Ameen, HOD of Physics and Senior Member	
5.	Dr. A. Hamil, HOD of Commerce and Senior Member	
6.	Dr. R. Janet Rani, Research Head, Dept. of Microbiology and Senior Member	
7.	Dr. S.M. Abdul Kader, Controller of Examinations, Administrative Officer	 19/11/2021
8.	Dr. S. Mohamed Haneef, Dean of Arts and HOD of English, Administrative Officer	 19.11.21
9.	Dr. M. Mohamed Roshan, Dean of Sciences, Administrative Officer	
10.	Dr. M.N. Mohamed Abusali Sheik, Bursar, Administrative Officer	
11.	Dr. M. Sheik Muhideen Badhusha, Dean (R&D), Administrative Officer	 19/11/21
12.	Mrs. A. Rashetha Begam, Dean of Students' Affairs, Administrative Officer	 19/11/21
13.	Dr. M. Sulthana Barvin, Dean of Sports, Administrative Officer	 19/11/21
14.	Dr. S. Shajun Nisha, Dean of Digital Learning Centre, Administrative Officer	



S. No.	Members of the Steering Committee	Signature
15.	Dr. S. Syed Ali Fathima, Member and AISHE Coordinator	<i>Syeda</i>
16.	Dr. I. Antony Danish, Member and ISO Coordinator	<i>Antony Danish</i>
17.	Dr. Kanna Muthiah, Deputy Controller of Examinations and Research Centre Head, Department of English	<i>Kanna M</i> 19/11/2021
18.	Dr. R.R. Saravanakumar, Member, Librarian	
19.	Dr. M.I. Zahir Hussain, Member, Placement Officer and Assistant Professor	<i>M.I. Zahir</i>
20.	Dr. A. H. Mohideen Badshah, Deputy Warden (Hostel) and Assistant Professor of History,	
21.	Dr. K. Hema, Deputy Warden (Hostel) and Assistant Professor of English	<i>Hema</i> 19/11/2021
22.	Mr. S. Khaleel Ahamed, <del>Assistant</del> <sup>Deputy</sup> Coordinator (IQAC) and Assistant Professor of English	<i>S. Khaleel</i>
23.	Mr. A. Sheik Mohamed, Superintendent, Administrative Officer	<i>A. Sheik Mohamed</i> 19.11.2021
24.	Ms. S.P. Anees Rahuman, Office Manager, Administrative Officer	<i>S.P. Anees Rahuman</i> 19/11/21
25.	Dr. P. Madhava Soma Sundaram, Professor, Dept. of Criminology and Criminal Justice (Educationist)	
26.	Alhaj. S. Ahamed Meeran, Managing Director, The Professional Couriers, Chennai, (Industrialist)	
27.	Mr. Kripakaran Krishnan, Partner and Chief Administrator, Nellai Motor TVS Tirunelveli (Representative of Alumni)	
28.	Mr. Sankar Raman, Advocate, Tirunelveli (Representative from the (Local Society)	
29.	Ms. Hasna Naziya 19SMP03 (Representative of Student)	<i>for O.H. Hasna Begum</i>
30.	Dr. A. Syed Mohamed, Coordinator (IQAC)	
31.	Mr. P.P. Saidali, Assistant IQAC Coordinator	<i>Saidali</i>

### **Meeting on 19.11.2021**

The Internal Quality Assurance Cell of our college organized a Steering Committee Meeting on 19.11.2021. Dr. M. Mohamed Sathik, Principal, welcomed the gathering. Alhaj. T.E.S. Fathu Rabbani, Secretary and Correspondent presided over the occasion. The agenda included Resolutions and Action taken report of the previous year steering committee meeting, quality initiatives, Academic Administrative audit report for the year 2020 – 21 and presentation of the feedback report. Mr.Kirubakaran Krishnan, Industrialist and our Alumni attended the meeting. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant Professor of English, proposed vote of thanks. A total of 31 participants attended the meeting.

The following resolutions and recommendations were made at the Steering Committee Meeting held on 19<sup>th</sup> November, 2021 at the College Seminar Hall.

Twenty six members of the Steering Committee were present.

**Resolutions:-**

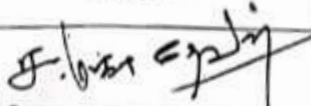
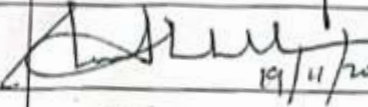
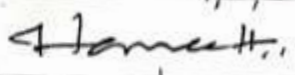
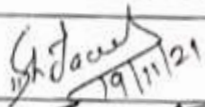
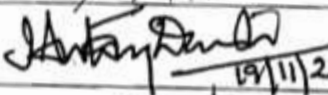
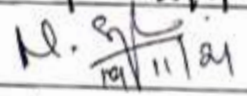
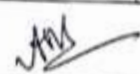
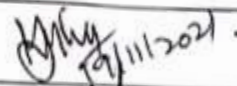
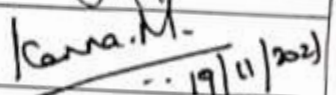
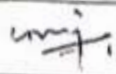

The following resolutions have been made at the meeting:

1.	Systems and Procedures for the utilization of the Laboratories, Library, Computers, Classrooms and Sports Complex to be released at the Governing Board meeting on 27.11.2021.
2.	Duties and Responsibilities framed for various Positions and Administrative portfolios to be released at the Governing Board meeting on 27.11.2021.
3.	The functioning of the Academic Council and other Committees such as Planning and Evaluation Committee, Grievances Redressal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Sexual Harassment prevention Committee, Extra-Curricular Activities Committee and Academic and Administrative Audit Committee to be reframed as per the UGC norms.
4.	Tenure for the Dean of Arts, Sciences and other Deans such as Dean of Sports, Dean of Student Affairs', Dean of the Digital Learning Centre, Dean of Research and Development, NSS Programme Officers be fixed as 3 years except the Deputy Wardens, Sub-Wardens and the NCC Company Commander.



5.	An exclusive Placement Officer through outsourcing shall be appointed.
6.	Dean of Students' Affairs is responsible for forming all the Committees pertaining to students such as Student's Council Advisory Committee, Discipline Committee, Students' Counseling Cell, Students' Grievances & Redressal Cell, Women Harassment Prevention Cell, Anti-Ragging Committee, Tutorial Scheme, Youth Welfare & Fine Arts, Campus Monitoring Committee, Youth Red Cross (YRC), Red Ribbon Club (RRC), Sadakath Outreach Programme (SOP), Students' Self Help Scheme (SSHS), Students' Help in First Aid (SHIFA) and Earn While You Learn (EWYL) schemes.
7.	Policies and guidelines for monitoring the activities of the Research Scholars to be framed in concurrence with the IQAC and the ISO.
8.	It is resolved that the Deans of Arts and Sciences to follow the status of the permanent affiliation for unaided courses.
9.	The criteria for the appointment of the chairperson of the respective Evaluation Boards to be discussed at the Staff Council Meeting
10.	The Planning and Monitoring Committee henceforth be called as Planning and Evaluation Committee. All the Academic Activities to be

### Conveners list for NAAC 2021

S.NO	Criterion	Name of the Faculty	Signature
1.	I	Dr. S. Mahadevan	
		Dr. S.M. Abdul Kader	 19/11/2021
2.	II	Dr. S. Mohamed Haneef	
		Dr. M. Sithi Jameela	 19/11/21
3.	III	Dr. I. Antony Danish	 19/11/21
		Dr. M. Sulthana Barvin	 19/11/21
4.	IV	Mrs. A. Rashetha Begam	
		Dr. R.R. Saravanakumar	
5.	V	Mr. S.M.A. Khaleeur Rahman	
		Dr. M.I. Zahir Hussain	 19/11/2021
6.	VI	Dr. Kanna Muthiah	 19/11/2021
		Dr. Shajun Nisha	
7.	VII	Dr. A.S. Shaik Sindha	
		Dr. S. Syed Ali Fathima	

## **Meeting : 5**

**Title : Criterion I – Curricular Aspects – Criterion I Members**

**Date : 02.12.2020**

The Internal Quality Assurance Cell of our college organized Criterion I - Curricular Aspects- Criterion I Members On 02.12.2020 . Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 18 participants participated in the meeting.



## **Meeting : 6**

**Title : Criterion I – Curricular Aspects – Head of the Departments, Liaison**

**Officers and members of the First Criterion**

**Date: 07.12.2020**

The Internal Quality Assurance Cell of our college organized Criterion I - Curricular Aspects - Heads of the Departments, Liaison Officers and members of the First Criterion On 07.12.2020 . Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 61 participants participated in the meeting.

### **Meeting : 7**

**Title : Metrics in connection with the College Library and the Physical Education  
Department**

**Date :10.12.2020**

The Internal Quality Assurance Cell of our college organized Metrics in connection with the College Library and the Physical Education Department On 10.12.2020 . Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 17 participants participated in the meeting.

### **Meeting : 8**

**Title: College Office Members – Preparation of IIQA, Basic profile and Extended Profile**

**Date: 14.12.2020**

The Internal Quality Assurance Cell of our college organized College Office Members - Preparation of IIQA, Basic Profile and Extended Profile On 14.12.2020 . Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 27 participants participated in the meeting.



## **Meeting : 9**

**Title : Core Committee Meeting - Preparation of Budget Requisition to the Secretary**

**Date : 14.12.2020**

The Internal Quality Assurance Cell of our college organized Core Committee Meeting - Preparation of Budget Requisition to the Secretary On 14.12.2020 . Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 8 participants participated in the meeting

### **Meeting : 10**

**Title : Metrics in connection with Part V, Placement Cell and Career Guidance Cell**

**Date : 15.12.2020**

The Internal Quality Assurance Cell of our college organized Metrics in connection with Part V, Placement Cell and Career Guidance Cell On 15.12.2020 . Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 17 participants participated in the meeting.

### **Meeting : 11**

**Title : Metrics in connection with Part V, Placement Cell and Career Guidance Cell**

**Date : 16.12.2020**

The Internal Quality Assurance Cell of our college organized Metrics in connection with Part V, Placement Cell and Career Guidance Cell On 16.12.2020 . Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 6 participants participated in the meeting.



## **Meeting : 12**

**Title : Presentation of the report of the metrics pertaining to the College Library and the Physical Education Department**

**Date:19.12.2020**

The Internal Quality Assurance Cell of our college organized Presentation of the report of the metrics pertaining to the College Library and the Physical Education Department On 19.12.2020 . Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 8 participants participated in the meeting.

### **Meeting : 13**

**Title : A Preparative meeting in connection with the budget preparation ahead of the  
NAAC visit**

**Date : 21.12.2020**

The Internal Quality Assurance Cell of our college organized A Preparative meeting in connection with the budget preparation ahead of the NAAC visit On 21.12.2020 . Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 12 participants participated in the meeting.

### **Meeting : 14**

**Title : Presentation of the report of the metrics pertaining to Part V, Youth Welfare,  
Career Guidance Cell, Placement Cell**

**Date : 22.12.2020**

The Internal Quality Assurance Cell of our college organized Presentation of the report of the metrics pertaining to Part V, Youth Welfare, Career Guidance Cell, Placement Cell On 22.12.2020 . Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 18 participants participated in the meeting.

### **Meeting : 15**

**Title : Presentation of the report pertaining to the IIQA Basic & Extended Profile**

**Date : 23.12.2020**

The Internal Quality Assurance Cell of our college organized Presentation of the report pertaining to the IIQA Basic & Extended Profile On 23.12.2020 . Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 27 participants participated in the meeting.



## **Meeting : 16**

**Title : Meeting with staff members for Green & Energy Auding**

**Date : 06.12.2021**

The Internal Quality Assurance Cell of our college organized Meeting with staff members for Green & Energy Auding On 06.12.2021 . Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 26 participants participated in the meeting.

### **Meeting : 17**

**Title : Meeting related to NAAC Qualitative Metrics**

**Date : 07.01.2021**

The Internal Quality Assurance Cell of our college organized Meeting related to NAAC Qualitative Metrics On 07.01.2021. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 26 participants participated in the meeting.

### **Meeting : 18**

**Title : Meeting related to NAAC Qualitative Metrics - Criterion II**

**Date : 12.01.2021**

The Internal Quality Assurance Cell of our college organized Meeting related to NAAC Qualitative Metrics - Criterion II On 12.01.2021. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 14 participants participated in the meeting.

### **Meeting : 19**

**Title : Meeting related to NAAC Qualitative Metrics - Criterion III**

**Date : 13.01.2021**

The Internal Quality Assurance Cell of our college organized Meeting related to NAAC Qualitative Metrics - Criterion III On 13.01.2021. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 19 participants participated in the meeting.



## **Meeting : 20**

**Title : Meeting related to NAAC Qualitative Metrics - Criterion VI**

**Date : 20.01.2021**

The Internal Quality Assurance Cell of our college organized Meeting related to NAAC Qualitative Metrics - Criterion VI On 20.01.2021. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 15 participants participated in the meeting.

## **Meeting : 21**

**Title : Meeting related to NAAC Qualitative Metrics-Criterion I&VII**

**Date : 29.01.2021**

The Internal Quality Assurance Cell of our college organized Meeting related to NAAC Qualitative Metrics-Criterion I&VII On 29.01.2021. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 16 participants participated in the meeting.

## **Meeting : 22**

**Title : Meeting related to NAAC Qualitative Metrics - (Criterion III, IV &V)**

**Date : 01.02.2021**

The Internal Quality Assurance Cell of our college organized Meeting related to NAAC Qualitative Metrics - (Criterion III, IV &V) On 01.02.2021. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 14 participants participated in the meeting.

### **Meeting : 23**

**Title : Meeting related to NAAC Qualitative Metrics - (Criterion III, IV &V)**

**Date : 01.02.2021**

The Internal Quality Assurance Cell of our college organized Meeting related to NAAC Qualitative Metrics - (Criterion III, IV &V) On 01.02.2021. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 16 participants participated in the meeting.



## **Meeting : 24**

**Title : Progress Review Meeting concerning the Basic Profile & Extended Profile**

**Date : 05.02.2021**

The Internal Quality Assurance Cell of our college organized Progress Review Meeting concerning the Basic Profile & Extended Profile On 05.02.2021. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 7 participants participated in the meeting.

## **Meeting : 25**

**Title : Meeting with Criterion wise covenors for the Quantitative Metrics**

**Date : 11.02.2021**

The Internal Quality Assurance Cell of our college organized Meeting with Criterion wise covenors for the Quantitative Metrics On 11.02.2021. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 19 participants participated in the meeting.

## **Meeting : 26**

**Title : Meeting concerning the presentation of Criterion wise Quantitative Metrics for  
Criteria I,II and VI**

**Date : 22.02.2021**

The Internal Quality Assurance Cell of our college organized Meeting concerning the presentation of Criterion wise Quantitative Metrics for Criteria I,II and VI On 22.02.2021. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 13 participants participated in the meeting

### **Meeting : 27**

**Title : An Interaction with the faculty members from Dhananjayrao Gadgil College of Commerce, Satara, Maharashtra**

**Date : 23.02.2021**

The Internal Quality Assurance Cell of our college organized An Interaction with the faculty members from Dhananjayrao Gadgil College of Commerce, Satara, Maharashtra On 23.02.2021. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 08 participants participated in the meeting.



## **Meeting : 28**

**Title : An Interaction with the faculty members from Mentee Institution St. Alphonsa  
College of Arts and Science, Karinkal**

**Date : 03.03.2021**

The Internal Quality Assurance Cell of our college organized An Interaction with the faculty members from Mentee Institution St. Alphonsa College of Arts and Science, Karinkal On 03.03.2021. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 04 participants participated in the meeting.

## **Meeting : 29**

**Title : An Interaction with the faculty members from the Mentee Institution**

**Government College of Arts and Science, Kovilpatti**

**Date : 06.03.2021**

The Internal Quality Assurance Cell of our college organized An Interaction with the faculty members from the Mentee Institution Government College of Arts and Science, Kovilpatti On 06.03.2021. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 04 participants participated in the meeting.

### **Meeting : 30**

**Title : Meeting in Connection with the finance related NAAC Metrics**

**Date : 08.03.2021**

The Internal Quality Assurance Cell of our college organized Meeting in Connection with the finance related NAAC Metrics On 08.03.2021. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 08 participants participated in the meeting.

### **Meeting : 31**

**Title : Meeting concerning the presentation of Criterion wise Quantitative Metrics for Criteria V**

**Date : 19.04.2021**

The Internal Quality Assurance Cell of our college organized Meeting concerning the presentation of Criterion wise Quantitative Metrics for Criteria V On 19.04.2021. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 05 participants participated in the meeting.

# Meetings organized by the IQAC

(2019 – 2020)

## Meeting- 1

IQAC Steering Committee Meeting	
Venue : e-Conference Hall	
Date : 30.07.2019	Time : 11.00 A.M.
AGENDA	
1. Invocation	: Mr. J. Ubalyathulla Assistant Professor & Head Department of Arabic
2. Welcome Address	: Dr. M. Mohamed Sathik Principal & IQAC Chairperson
3. Presidential Address	: Alhaj. T.E.S. Fathu Rabbani, Secretary & Correspondent Sadakathullah Appa College, Tirunelveli - 11.
AGENDA 1	
4. Resolutions and Action Taken Report of the last IQAC Steering Committee meeting & Quality Initiatives taken by IQAC	: Dr. A. Syed Mohamed IQAC Coordinator
AGENDA 2	
5. Report on the follow-up of students' feedback on staff (April 2019)	: Dr. A. Shakul Hamid Associate Professor & Head Department of Computer Science
6. Report on the follow-up of students' feedback on other facilities	: Dr. M. Nazeer Ahamed Associate Professor & Head Department of History
AGENDA 3	
7. Quality Measures to be implemented	: Dr. M. Mohamed Sathik Principal & IQAC Chairperson
AGENDA 4	
8. Examination Reforms	: Dr. S.H. Mohamed Ameen Controller of Examinations
9. Future plan for the academic year 2019 - 2020	: Dr. A. Syed Mohamed IQAC Coordinator
AGENDA 5	
9. Vote of Thanks	: Mr. S. Khaleel Ahamed IQAC Assistant Coordinator



The Steering Committee members of the  
IQAC met on 30.07.2019 (Tuesday) at the  
e- Conference Hall at 11. AM to discuss  
the following Agenda

The following members were present:

S.No.	Name	Signature
1.	Alhaj. T.E.S. Fathu Rabbani	
2. ✓	Dr. M. Mohamed Sathik	
3.	Dr. A. Shakul Hamid	
4.	Dr. M. Nazeer Ahamed	
5.	Dr. A. Abdul Kader	
6. ✓	Dr. Janet Rani	
7.	Dr. M. Sithi Jameela	
8.	Dr. S. Mahadevan	
9. ✓	Dr. S.M. Abdul Kader	
10.	Dr. V. Chinnathambi	

S.No.	Name	Signature
11.	Dr. M. Sulthana Barvin	M. S. / 30/07/19
12.	Dr. M.I. Zahir Hussain	M. I. Zahir Hussain
13.	Mr. S. Khaleel Ahamed	S. Khaleel Ahamed
14.	Dr. S.H. Mohamed Ameen	S. H. Mohamed Ameen
15.	Dr. A. Hamil	A. Hamil / 30/7/19
16.	Dr. A. H. Mohideen Badshah	
17.	Dr. K. Hema	K. Hema
18.	Mr. M. Sheik Mohamed Ali	M. Sheik Mohamed Ali
19.	Mr. M.P. Kader Ovilliah	
20.	Dr. B.A. Abdul Karim	B. A. Abdul Karim
21.	Dr. M. Mohamed Nazar	
22.	Dr. K. Senthamarai Kannan	K. Senthamarai Kannan / 30/07/2019
23.	Janab. Mohamed Riaz	
24.	Ms. Rizayathunnisha	S. Rizayathunnisha
25.	Dr. A. Syed Mohamed	A. Syed Mohamed

Special Omitters:

i/ R. R. Paravananakumar R. R. Paravananakumar

### **Meeting on 30.07.2019**

The Internal Quality Assurance Cell of our college organized a Steering Committee Meeting on 30.07.2019. Dr. M. Mohamed Sathik, Principal, welcomed the gathering. Alhaj. T.E.S. Fathu Rabbani, Secretary and Correspondent presided over the occasion. The agenda included Resolutions and Action taken report of the last IQAC meeting, Follow-up of students' feedback on staff members, Follow up of students feedback on other facilities, Quality measures to be implemented and Examination reforms. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant Professor of English, proposed vote of thanks. A total of 26 participants attended the meeting.

### **Resolutions of the IQAC Steering Committee Meeting held on 30.07.2019**

1. Resolved that a 7-scale computer methodology be followed and the weighted average with a single score be taken into account with regard to reports on the follow-up of students' feedback on facilities like canteen, College office, library services, infrastructure, sports and games, the Principal's office, laboratories and the office of the Controller of Examinations.
2. Resolved that the code of ethics for students be published in the College calendar and the code of ethics for teachers be laminated and put up in every department and a copy of the same be given to every teacher.
3. Resolved that the RC Books and the Driving License be collected from every student comes to College in two-wheeler.
4. Resolved that a subcommittee be formed with Dr.A.Shakul Hameed as the convener and the Principal, Dr.A. Hamil, Dr. A. Mahadevan, Dr.A. Abdul Kadar and Dr. A. Syed Mohamed as the members to discuss the strengthening of the course-wise attendance and find the modules of online attendance for students.
5. Resolved that the Ph.D. Research Scholars be not sent to handle classes.
6. Resolved that incentives be given to the paper publishers.
7. Resolved that registers be maintained to record the utilization of the ICT-enabled classrooms.
8. Resolved that assessment be made after the completion of the Bridge Course.
9. Resolved that the pass percentage for Revaluation be minimized from 50% to 10%.
10. Resolved that prizes for the best users of library be given for every month at the College Assembly.



11. Resolved that prescribed text books be purchased for every department from the UGC fund.
12. Resolved that registers be maintained for recording the grievances with regard to the welfare measures of the staff and students.
13. Resolved that Medical Leave be given to the Unaided staff with the approval of the Principal.
14. Resolved that a Service Register be maintained for the Unaided faculty members.



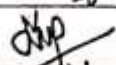
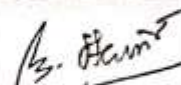

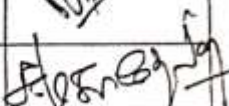


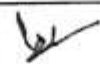

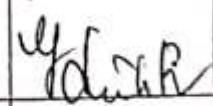

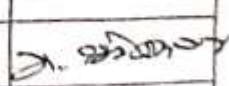

**Recommendations of the Steering Committee Meeting held on 30.07.2019**

1. It was suggested that more attention be paid on the academic infrastructural facilities like laboratories as recommended by the Autonomy Review committee.
2. It was recommended that the mentor-mentee system be strengthened.
3. It was recommended that acquisition of patent rights be promoted in the institution.
4. It was suggested that festival allowance for Unaided staff be given.
5. It was suggested that the contribution of the Alumni Association be enhanced.

## Meeting - 2

NAAC Core Committee Meeting		
Venue : e-Conference Hall		
Date : 31.10.2019		Time : 10.30 A.M.
AGENDA		
1. Invocation	:	Mr. J. Ubaiyathulla Assistant Professor & Head, Department of Arabic
2. Welcome Address	:	Dr. A. Syed Mohamed, IQAC Coordinator
3. Presidential Address	:	Dr. M. Mohamed Sathik Principal & IQAC Chairperson
AGENDA 1		
4. Progress Report of Criterion-wise Convenors		
Criterion I	:	Dr. S. Mahadevan, Dr. S.M. Abdul Kader
Criterion II	:	Dr. M. Sithi Jameela, Dr. S. Mohamed Haneef
Criterion III	:	Dr. M. Sulthana Barvin, Dr. I. Antony Danish
Criterion IV	:	Mrs. A. Rashetha Begam, Dr. R.R. Saravanakumar
Criterion V	:	Mr. S.M.A. Khaleelur Rahman Dr. M.I. Zahir Hussain
Criterion VI	:	Dr. Kanna Muthiah, Dr. Shajun Nisha
Criterion VII	:	Dr. S. Syed Ali Fathima, Dr. A.S. Shaik Sindha
AGENDA 2		
5. Importance of Academic & Administrative Audit	:	Dr. A. Abdul Kader Director (Unaided Courses)
AGENDA 3		
6. Challenges in facing NAAC Reaccreditation Process	:	Dr. A. Syed Mohamed, IQAC Coordinator
AGENDA 4		
8. Vote of Thanks	:	Mr. S. Khaleel Ahamed IQAC Assistant Coordinator



S.No.	Core Committee Members	Signature
1.	Dr. M. Mohamed Sathik, Principal & Chairperson, IQAC & NAAC	
2.	Dr. A. Abdul Kader, Director (Unaided Courses)	
3.	Dr. S.H. Mohamed Ameen, Controller of Examinations	
4.	Dr. A. Shakul Hamid, Associate Professor & Head, Department of Computer Science, Senior Member	
5.	Dr. M. Nazeer Ahamed, Associate Professor & Head, Department of <del>Chemistry</del> <sup>HISTORY</sup>	
6.	Dr. S. Mahadevan, Dean of Arts	
7.	Dr. S.M. Abdul Kader, Dean of Science & Sports	
8.	Dr. A. Hamil, Bursar	
9.	Dr. M. Sithi Jameela, Deputy Controller of Examinations	
10.	Dr. V. Chinna Thambi, Research Coordinator	
11.	Mr. S. Khaleel Ahamed, IQAC Assistant Coordinator	
12.	Dr. A.H. Mohideen Badshah, Deputy Warden	
13.	Dr. K. Hema, Member & Deputy Warden	
14.	Dr. R. Janet Rani, Assistant Professor & Head, Department of Microbiology	
15.	Dr. S.M.A. Syed Mohamed Khaja, Assistant Professor & Head, Department of Commerce <del>CA</del>	
16.	Dr. B.A. Abdul Karim, Administrative Advisor	
17.	Mr. <del>A.</del> Sheik Mohamed <del>as</del> , Superintendent	
18.	Mr. M.P. Kader Ovilliah, Office Manager	
19.	Mr. A. Usman Gani, Manager, Committee Office	
20.	Dr. A. Syed Mohamed, IQAC Coordinator and NAAC Coordinator	

	Criterion-wise Convenors	Signature
	Dr. S. Mahadevan <i>repeated</i>	<i>[Signature]</i>
	Dr. S.M. Abdul Kader	
	Dr. M. Sithi Jameela <i>repeated</i>	<i>[Signature]</i>
	Dr. S. Mohamed Haneef	<i>Haneef</i>
	Dr. M. Sulthana Barvin	<i>H. S.</i>
	Dr. I. Antony Danish	<i>[Signature]</i>
	M. A. Rashetha Begam	<i>[Signature]</i>
1.	Dr. R.R. Saravanakumar	<i>[Signature]</i>
9.	Mr. S.M.A. Khaleelur Rahman	
10.	Dr. M.I. Zahir Hussain	<i>[Signature]</i>
11.	Dr. Kanna Muthiah	<i>Kanna M.</i>
12.	Dr. Shajun Nisha	<i>[Signature]</i>
13.	Dr. S. Syed Ali Fathima	<i>[Signature]</i>
14.	Dr. A.S. Shaik Sindha	<i>[Signature]</i>

### **Meeting on 31.10.2019**

The Internal Quality Assurance Cell of our college organized a Steering Committee Meeting on 31.10.2019. Dr. A. Syed Mohamed, IQAC Coordinator welcomed the gathering. Dr. M. Mohamed Sathik, Principal and IQAC Chairperson presided over the meeting. Progress Reports were presented by the Conveners of the respective Criteria. The importance of Academic and Administrative audit and challenges faced in NAAC Reaccreditation process were discussed. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant Professor of English, proposed vote of thanks. A total of 34 participants attended the meeting.

**Resolutions of the IQAC Steering Committee Meeting held on 31.10.2019:**

1. Resolved to depute conveners to the Mentee Institutions under the UGC Paramarsh Scheme.

1. Dr. S. Mohamed Haneef

2. Dr. R. Janet Rani

3. Dr. S. Syed Ali Fathima

4. Dr. S. Shajun Nisha

5. Dr. K. Hema

6. Mr. S. Khaleel Ahamed

2. Resolved to request the conveners to present the slides containing NAAC Metrics they are going to discuss in the Core Committee and subsequently in the Mentee Institutions.



## Meeting - 3

Date : 07.03.2020

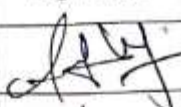

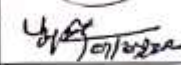
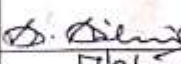
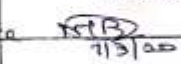
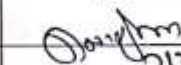

### Interaction with IQAC Paramarsh Standing Committee Meeting

Sl. No	Name	Signature
1.	Prof. Dr. Krishnan Baskar, Honourable Former Vice Chancellor, M.S. University, Tirunelveli, Accreditation Ambassador, UGC Paramarsh Scheme, Director, Centre for Technology Development and Transfer (CTDT), Anna University, Chennai & Professor, Crystal Growth Centre - UGC : National Facility, Anna University, Chennai 600025	
2.	Dr. M. Mohamed Sathik, Principal	
3.	Dr. A. Abdul Kader, Director, Unaided Courses, Sadakathullah Appa College	
4.	Dr. S.H. Mohamed Ameen, Controller of Examinations, SAC	
5.	Dr.S.Mahadevan, Dean of Arts and Associate Professor of Tamil, SAC	
6.	Dr.S.M.Abdul Kader, Dean of Sciences and Associate Professor of Physics, SAC	
7.	Dr. A. Syed Mohamed, IQAC Coordinator, SAC	
8.	Dr.A.Hamil, Bursar and Associate Professor of Commerce, SAC	
9.	Dr. A. Shakul Hamid, HOD& Associate Professor of Computer Science, SAC	
10.	Dr.M. Nazeer Ahamed, HOD& Associate Professor of History, SAC	
11.	Dr.M.Sithi Jameela, Deputy Controller of Examinations HOD & Associate Professor of Zoology, SAC	
12.	Dr. V. Chinnathambi, Research Coordinator, SAC	
13.	Dr. M.Sulthana Barvin, Part V Coordinator and Assistant Professor of Economics, SAC	
14.	Dr.A.H.Mohideen Badshah Deputy Warden and Assistant Professor of History, SAC	
15.	Dr. K.Hema, Deputy Warden and Assistant Professor of English, SAC	
16.	Dr. M.I. Zahir Hussain, Placement Officer and Assistant Professor of Zoology, SAC	
17.	Mr.S.Khaleel Ahamed, Assistant Coordinator (IQAC) and Assistant Professor of English, SAC	
18.	Dr. Janet Rani, Research Head, Department of Microbiology and Coordinator, Consultancy cell, SAC	
19.	Mr. A. Sheik Mohamed, Superintendent, SAC	

Sl. No	Name	Signature
20.	Dr. B.A. Abdul Karim, Administrative Advisor, SAC	
21.	Dr. M. Mohamed Nazar, Alumni Association, SAC	
22.	Dr. S. Mohamed Haneef, NIRF Coordinator and HOD of English, SAC	<i>S. Mohamed Haneef</i>
23.	Dr. S. Syed Ali Fathima, AISHE Coordinator and Research Head of Mathematics, SAC	
24.	Dr. S. Shajun Nisha, SPOC, NPTEL and Research Head of Computer Science, SAC	<i>S. Shajun Nisha</i>
25.	Dr. K. Senthamarai Kannan, Director, Research, Professor Department of Statistics, Manonmainam Sundaranar University, Tirunelveli	<i>K. Senthamarai Kannan</i> 07/03/2020
26.	Janab. Mohamed Riaz, CEO, King's Group of Companies, Tirunelveli.	
27.	Dr. P. Madhava Soma Sundaram, Member Syndicate Professor and Head Department of Criminology & Criminal Justice & Director, Centre for Planning and Development Manonmaniam Sundaranar University Tirunelveli	<i>P. Madhava Soma Sundaram</i> 07/03/2020
28.	Dr. R.C. Vasuki, Principal, Wavoo Wajeeha Women's College	<i>R.C. Vasuki</i>
29.	Ms. S.A. Rahmath Ameena Begum, IQAC Coordinator, Wavoo Wajeeha Women's College of Arts and Science,	<i>S.A. Rahmath Ameena Begum</i>
30.	Dr. K. Rajab Fathima, Principal, Annai Hajira Women's College, Melapalayam	<i>K. Rajab Fathima</i>
31.	Dr. S. Sabreen Muneer, IQAC Coordinator, Annai Hajira Women's College, Melapalayam	<i>S. Sabreen Muneer</i>
32.	Dr. A. Peer Mohideen, Principal, Sri Ram Nallamani Yadava College of Arts & Science, Tenkasi	<i>A. Peer Mohideen</i>
33.	Dr. M. John Jacob, IQAC Coordinator, Sri Ram Nallamani Yadava College of Arts & Science, Tenkasi	<i>M. John Jacob</i>
34.	Dr. R. Ravichandran, Principal, Government Arts and Science College, Kovilpatti	<i>R. Ravichandran</i> 07/03/2020
35.	Dr. Joseph Suresh, IQAC Coordinator, Government Arts and Science College, Kovilpatti.	<i>Joseph Suresh</i> 07/03/2020
36.	<i>K. Arul</i> Principal, Kamarajar Arts College Surandai	<i>K. Arul</i> 07/03/2020
37.	Dr. S. Arul Mugilan, IQAC Coordinator, Kamarajar Government Arts College, Surandai	
38.	_____, Principal, Government Arts and Science College Nagercoil	
39.	DR. R.A.F. Ajith, IQAC Coordinator, Government Arts and Science College, Konam, Nagercoil,	



Sl. No	Name	Signature
40.	Dr. S. Angel Latha, Wavoo Wajecha women's college	SAV
41.	Dr. Mercy Henry, Director, WWWC	Mercy
42.	Mrs. Beulah Edison, Office Supt. WWWC	Beulah
43.	Dr. D. HETIBAB VASISYAH, JERAMELLI, Asst. ISAC Co-ordinator	D. H. C.
44.	MISS. I. MALINI, Asst. Prof., WWWC	I. Malini
45.	S. N. GITHI, Gomile, Asst. Prof. WWWC	Githi
46.	V. Amali Thiruvannam, Asst. Prof. Eng. WWWC	V. Amali
47.	Dr. I. R. SUBHA, head & Asst. Prof. Eng.	I. R. Subha
48.	Dr. Y. Mumtaz Begum, Librarian WWWC	Mumtaz
49.	S. M. JAMEEL RINOSHIA, Asst. Prof. Dept. of Information Technology WWWC	S. M. J.
50.	Dr. A. Sudha, Head & Asst. Professor, Wavoo Wajecha women's college	A. Sudha
51.	Mrs. P. Nisha Agnes Bellente, Asst. Prof. & Head, Dept. of LS	P. Nisha
52.	Mrs. S. Vasumathi, Head & Asst. Prof. Dept. of Physics	S. Vasu
53.	Mrs. J. Kousalya, Asst. Prof. of English, WWWC	J. Kousalya
54.	Miss K. Saba Eswari, Asst. prof. of English WWWC Koyakulam	K. Saba Eswari
55.	Mn. P. S. Anirvan, Head, Asst. ISAC Co-ordinator, Koyakulam	P. S. Anirvan
56.	Mrs. P. Parvathy, Asst. Professor, Co-ordinator (vi) Annamalai University	P. Parvathy
57.	Mrs. A. SUBASHINI, Asst. Professor of English	A. Subashini
58.	Dr. N. Ammakutti @ Sridevi Asst. Prof. / physics	N. Ammakutti
59.	M. Vijayalakshmi, Kamarajar Govt. Arts College	M. Vijayalakshmi
60.	DR. G. AMALA RANI, Kamarajar Govt. Arts College	G. Amala Rani
61.	Dr. A. ANIRTHARAJ, Kamarajar Govt. Arts College	A. Anirtharaj

Sl. No	Name	Signature
62.	Dr. E. ANAND KUMAR, Sri Ram Nallam Madava Collage of Arts & Science	
63.	Dr. G. ATHINARAYANAN, Sri Ram Nallam Madava Collage of Arts & Science	
64.	Dr. P. K. AJIT K. Govt Arts College, Suravali	
65.	Dr. S. S. VIJA, Govt Arts and Science College, Kovilpatti	 7/3/20
66.	MRS. M. BHUVANESWARI, Govt. Arts & Science College, Kovilpatti	 7/3/20
67.	Dr. V. KATHIRISAN, Govt Arts & Science College Kovilpatti	 7/3
68.	DR. A. H. MOHAMMED BADSHAH	
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### **Meeting on 07.03.2020**

The Internal Quality Assurance Cell of our college organized a Steering Committee Meeting on 07.03.2020. Dr. M. Mohamed Sathik, Principal, presided over the meeting. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. The meeting was arranged to interact with the IQAC Co-ordinators of Mentee institution under the Paramash Scheme. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant Professor of English, proposed vote of thanks. A total of 68 participants attended the meeting.

### **Meeting : 4**

**Title : Preparation meeting ahead of the NAAC visit for all the members of the  
Criterion III**

**Date :31.07.2019**

The Internal Quality Assurance Cell of our college organized Preparation meeting ahead of the NAAC visit for all the members of the Criterion III 31.07.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 16 participants participated in the meeting.

### **Meeting : 5**

**Title : : Preparatory meeting ahead of NAAC visit for all the members of the  
Criterion VI**

**Date : 05.08.2019**

The Internal Quality Assurance Cell of our college organized Preparatory meeting ahead of NAAC visit for all the members of the Criterion VI On 05.08.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 18 participants participated in the meeting.

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### **Meeting : 6**

**Title : Preparatory meeting ahead of NAAC visit for all the members of the  
Criterion V**

**Date : 07.08.2019**

NAAC The Internal Quality Assurance Cell of our college organized Preparatory meeting ahead of visit for all the members of the Criterion V On 07.08.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 20 participants participated in the meeting.



### **Meeting : 7**

**Title: Preperation second meeting ahead of the NAAC visit for all the members of the Creiterion III**

**Date : 08.08.2019**

The Internal Quality Assurance Cell of our college organized Preperation second meeting ahead of the NAAC visit for all the members of the Creiterion III On 08.08.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 22 participants participated in the meeting.

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### **Meeting : 8**

**Title: Preparatory meeting ahead of NAAC visit for all the members of the  
Criterion I**

**Date: 09.08.2019**

The Internal Quality Assurance Cell of our college organized Preparatory meeting ahead of NAAC visit for all the members of the Criterion I On 09.08.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 13 participants participated in the meeting.

### **Meeting : 9**

**Title: Preparatory meeting ahead of NAAC visit for all the members of the  
Criterion IV**

**Date: 19.08.2019**

The Internal Quality Assurance Cell of our college organized Preparatory meeting ahead of NAAC visit for all the members of the Criterion IV On 19.08.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 22 participants participated in the meeting.

### **Meeting - 10**

**Title: Meeting with the staff who were recruited after 2014 in connection with  
NAAC Preparatory Measures**

**Date : 21.08.2019**

The Internal Quality Assurance Cell of our college organized Meeting with the staff who were recruited after 2014 in connection with NAAC Preparatory Measures On 21.08.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 31 participants participated in the meeting.

### **Meeting -11**

**Title: Preparatory meeting ahead of NAAC visit for all the members of the  
Criterion II**

**Date : 22.08.2019**

The Internal Quality Assurance Cell of our college organized Preparatory meeting ahead of NAAC visit for all the members of the Criterion II On 22.08.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 24 participants participated in the meeting.

## **Meeting – 12**

**Title: Preparatory meeting with the Unaided Staff (Ph.D Holders) ahead of the NAAC visit**

**Date : 26.08.2019**

The Internal Quality Assurance Cell of our college organized Preparatory meeting with the Unaided Staff (Ph.D Holders) ahead of the NAAC visit On 26.08.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 27 participants participated in the meeting.



### **Meeting – 13**

**Title: A Preparatory meeting with the Liaison Officers (Both Aided and Unaided) ahead of the NAAC visit**

**Date : 27.08.2019**

The Internal Quality Assurance Cell of our college organized A Preparatory meeting with the Liaison Officers (Both Aided and Unaided) ahead of the NAAC visit On 26.08.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 25 participants participated in the meeting

### **Meeting – 14**

**Title: A Preparatory meeting with the Heads of the Department (Both Aided and Unaided) ahead of the NAAC visit**

**Date : 29.08.2019**

The Internal Quality Assurance Cell of our college organized A Preparatory meeting with the Heads of the Department (Both Aided and Unaided) ahead of the NAAC visit On 26.08.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 28 participants participated in the meeting

### **Meeting – 15**

**Title: A Second meeting with the members of Criterion V ahead of the NAAC visit**

**Date : 03.09.2019**

The Internal Quality Assurance Cell of our college organized A second meeting with the members of Criterion V ahead of the NAAC visit On 06.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 10 participants participated in the meeting

### **Meeting – 16**

**Title: A Preparatory meeting with the Convenors of different committees ahead of the NAAC**

**Date : 04.09.2019**

The Internal Quality Assurance Cell of our college organized A Preparatory meeting Convenors of different committees ahead of the NAAC visit. On 04.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 16 participants participated in the meeting.

### **Meeting -17**

**Title: A meeting on Outcome Based Education with all the Heads of the  
Departments**

**Date : 05.09.2019**

The Internal Quality Assurance Cell of our college organized A meeting on Outcome Based Education with all the Heads of the Departments On 05.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 33 participants participated in the meeting.

### **Meeting – 18**

**Title: A third meeting with the members of Criterion V ahead of the NAAC visit**

**Date : 06.09.2019**

The Internal Quality Assurance Cell of our college organized A third meeting with the members of Criterion V ahead of the NAAC visit On 06.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 6 participants participated in the meeting.



### **Meeting – 19**

**Title: : A Meeting with the members of te Criterion VI ahead of the NAAC visit**

**Date : 10.09.2019**

The Internal Quality Assurance Cell of our college organized A Meeting with the members of te Criterion VI ahead of the NAAC visit On 10.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 11 participants participated in the meeting.

## **Meeting – 20**

**Title: A Meeting with the members of Criterion V (Fourth Level) ahead of the NAAC visit**

**Date: 17.09.2019**

The Internal Quality Assurance Cell of our college organized A Meeting with the members of te Criterion VI ahead of the NAAC visit On 10.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 11 participants participated in the meeting.

## **Meeting – 21**

**Title: A Second meeting with the members of Criterion III ahead of the NAAC visit**

**Date : 18.09.2019**

The Internal Quality Assurance Cell of our college organized A Second meeting with the members of Criterion III ahead of the NAAC visit On 18.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 16 participants participated in the meeting.

## **Meeting – 22**

**Title: A Second meeting with the members of Criterion VII ahead of the NAAC visit**

**Date : 19.09.2019**

The Internal Quality Assurance Cell of our college organized A Second meeting with the members of Criterion VII ahead of the NAAC visit On 19.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 14 participants participated in the meeting.

### **Meeting – 23**

**Title: The department of Commerce staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal**

**Date : 19.09.2019**

The Internal Quality Assurance Cell of our college organized The department of Commerce staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal On 19.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 10 participants participated in the meeting.

## **Meeting – 24**

**Title: The department of Tamil staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal**

**Date : 19.09.2019**

The Internal Quality Assurance Cell of our college organized The department of tamil staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal On 19.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 4 participants participated in the meeting.



## **Meeting – 25**

**Title: The department of Chemistry staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal**

**Date: 19.09.2019**

The Internal Quality Assurance Cell of our college organized The department of Chemistry staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal On 19.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 7 participants participated in the meeting.

## **Meeting – 26**

**Title: The department of Microbiology staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal**

**Date:20.09.2019**

The Internal Quality Assurance Cell of our college organized The department of Microbiology staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal On 20.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 8 participants participated in the meeting.

## **Meeting – 27**

**Title: The department of Computer Science staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal**

**Date: 20.09.2019**

The Internal Quality Assurance Cell of our college organized The department of Computer Science staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal On 20.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 8 participants participated in the meeting.

## **Meeting – 28**

**Title: The department of Physics staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal**

**Date: 20.09.2019**

The Internal Quality Assurance Cell of our college organized The department of Physics staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal On 20.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 9 participants participated in the meeting.

## **Meeting – 29**

**Title: The department of English staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal**

**Date: 23.09.2019**

The Internal Quality Assurance Cell of our college organized The department of English staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal On 23.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 5 participants participated in the meeting.

### **Meeting – 30**

**Title: The department of Arabic staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal**

**Date: 23 .09.2019**

The Internal Quality Assurance Cell of our college organized The department of Arabic staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal On 23.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 8 participants participated in the meeting.

### **Meeting – 31**

**Title: The department of History staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal**

**Date : 23.09.2019**

The Internal Quality Assurance Cell of our college organized The department of History staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal On 23.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 6 participants participated in the meeting.



## **Meeting – 32**

**Title: The department of Zoology staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal**

**Date : 23.09.2019**

The Internal Quality Assurance Cell of our college organized The department of Zoology staff members attended the interfacial meeting in connection with the sanction of seed money to Minor Research Project Proposal On 23.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 6 participants participated in the meeting.

### **Meeting – 33**

**Title: : A meeting on Outcome Based Education with all the Committee**

**Members**

**Date : 24.09.2019**

The Internal Quality Assurance Cell of our college organized A meeting on Outcome Based Education with all the Committee Members On 24.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 10 participants participated in the meeting.

### **Meeting – 34**

**Title: : A meeting with the members of Criterion VI for the third time**

**Date : 25.09.2019**

The Internal Quality Assurance Cell of our college organized A meeting with the members of Criterion VI for the third time On 25.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 13 participants participated in the meeting.

### **Meeting – 35**

**Title: A meeting with the members of Criterion II for the second time**

**Date : 26.09.2019**

The Internal Quality Assurance Cell of our college organized A meeting with the members of Criterion II for the second time On 26.09.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 22 participants participated in the meeting.

## **Meeting – 36**

**Title: A meeting with all the Heads of the Department and Administrative Heads  
with the Secretary of our College Management and the Management  
Executive Committee members**

**Date : 01.10.2019**

The Internal Quality Assurance Cell of our college organized A meeting with all the Heads of the Department and Administrative Heads with the Secretary of our College Management and the Management Executive Committee members On 01.10.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 48 participants participated in the meeting.

### **Meeting – 37**

**Title: Second level meeting with the members of Criterion IV**

**Date : 03.10.2019**

The Internal Quality Assurance Cell of our college organized Second level meeting with the members of Criterion IV On 03.10.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 16 participants participated in the meeting.

### **Meeting – 38**

**Title: A meeting of the Deans, IQAC Coordinator & the NIRF Coordinator for an interaction with Dr.James, IQAC Coordinator, Scott Christian College, Nagercoil, TamilNadu**

**Date : 04.10.2019**

The Internal Quality Assurance Cell of our college organized A meeting of the Deans, IQAC Coordinator & the NIRF Coordinator for an interaction with Dr.James, IQAC Coordinator, Scott Christian College, Nagercoil, TamilNadu On 04.10.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 25 participants participated in the meeting.



### **Meeting - 39**

**Title: Third level meeting with the members of Criterion III**

**Date : 11.10.2019**

The Internal Quality Assurance Cell of our college organized Third level meeting with the members of Criterion III 11.10.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 6 participants participated in the meeting.

## **Meeting – 40**

**Title: Second meeting with the members of Criterion I**

**Date : 19.10.2019**

The Internal Quality Assurance Cell of our college organized Second meeting with the members of Criterion I On 19.10.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 9 participants participated in the meeting.

## **Meeting – 41**

**Title: NAAC Core Committee Meeting**

**Date : 31.10.2019**

The Internal Quality Assurance Cell of our college organized NAAC Core Committee Meeting On 31.10.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 24 participants participated in the meeting.

## **Meeting – 42**

**Title: A meeting with the HODs regarding the submission of AQAR- Criterion I through the online mode**

**Date: 11.12.2019**

The Internal Quality Assurance Cell of our college organized A meeting with the HODs regarding the submission of AQAR- Criterion I through the online mode On 11.12.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 31 participants participated in the meeting.

### **Meeting – 43**

**Title: A meeting with the HODs regarding the submission of AQAR through the online mode**

**Date : 18.12.2019**

The Internal Quality Assurance Cell of our college organized A meeting with the HODs regarding the submission of AQAR through the online mode On 18.12.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 17 participants participated in the meeting.

## **Meeting – 44**

**Title: A meeting the Staff members in connection with the upload of the AQAR  
for the Academic year 2018-2019**

**Date : 23.12.2019**

The Internal Quality Assurance Cell of our college organized A meeting the Staff members in connection with the upload of the AQAR for the Academic year 2018-2019 On 23.12.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 12 participants participated in the meeting.

### **Meeting – 45**

**Title : A meeting with the HODs in connection with the submission of AQAR**

**2018-2019**

**Date : 24.12.2019**

The Internal Quality Assurance Cell of our college organized A meeting with the HODs in connection with the submission of AQAR 2018-2019 On 24.12.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 22 participants participated in the meeting.

### **Meeting – 46**

**Title : A meeting with the members of Criterion III(Research and Innovation)**

**Date : 03.01.2020**

The Internal Quality Assurance Cell of our college organized A meeting with the members of Criterion III(Research and Innovation)On 03.01.2020. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 18 participants participated in the meeting.



### **Meeting – 47**

**Title : A meeting with the HODs in connection with the preparation of SSR for the NAAC IV Cycle**

**Date : 08.01.2020**

The Internal Quality Assurance Cell of our college organized A meeting with the HODs in connection with the preparation of SSR for the NAAC IV Cycle On 08.01.2020. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 28 participants participated in the meeting.

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## **Meeting – 48**

**Title : A meeting with the members of Criterion V (Student Support and Progression)**

**Date : 09.01.2020**

The Internal Quality Assurance Cell of our college organized A meeting with the members of Criterion V (Student Support and Progression) On 09.01.2020. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 17 participants participated in the meeting.

### **Meeting – 49**

**Title : A meeting with the Staff members in connection with the preparation of  
SSR for the NAAC IV Cycle**

**Date : 11.01.2020**

The Internal Quality Assurance Cell of our college organized A meeting with the Staff members in connection with the preparation of SSR for the NAAC IV Cycle On 11.01.2020. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 17 participants participated in the meeting.

## **Meeting – 50**

**Title : A Meeting with staff members for a preparatory for NAAC**

**Reaccreditation process**

**Date: 13.02.2020**

The Internal Quality Assurance Cell of our college organized A Meeting with staff members for a preparatory for NAAC Reaccreditation process On 13.01.2020. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 22 participants participated in the meeting.

## Meetings organized by the IQAC

(2018 – 2019)

### Meeting- 1

Date: 01.11.2018

The Steering Committee members of the Internal Quality Assurance Cell met on 01.11.2018 at the 2-Confidence Hall at 11.00 AM to discuss the Qualitative Initiatives to be taken ahead of the forthcoming NAAC visit. The following members were present:

Agenda: 1) Follow up on Feedback

2) Submission of AQAR

3) Allotting criterionwise conveners for next NAAC visit

1. M. MOHAMMED SAIFU
2. V. Chinna/Kambal
3. A.H.M. GASETHATH
4. A. SYED MOHAMMED
5. K. RABI AHMED
6. Dr. M. KAMALUTHEEN
7. Dr. K. Hema
8. M.I. ZAHIR HUSSAIN
9. J.H. MOHAMMED AMEER
10. S.M. ABDUL KADER
11. S. KHALEEL AHMED
12. M. SULTHANA BARVIN
13. A. ABDUL KADER
14. Dr. A. HAMU
15. Dr. F. LOSEY
- 16.
- 17.
- 18.

1) It was decided to upload the feedback in the respective staff login IDs on the college website. It was also resolved to give the printout of the feedback to the respective staff in a sealed cover.

2) It was decided to submit AQAR in the off line mode on 31.01.2019 and to get approval for the same in the GSB on 02.02.

3) It was decided that the criterion wise conveners

SD

GR

Page : \_\_\_\_\_

Date : \_\_\_\_\_

Should be allotted in concurrence with the principal and the management.

### **Meeting on 01.11.2018**

The Internal Quality Assurance Cell of our college organized a Steering Committee Meeting on 01.11.2018. Dr. M. Mohamed Sathik, Principal, presided over the meeting. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. It was decided to upload the feedback in the respective Staff log in IDs and also decided to submit AQAR in the offline mode. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant Professor of English, proposed vote of thanks. A total of 15 participants attended the meeting.

## Meeting - 2

### IQAC Steering Committee Meeting

Venue : e-Conference Hall

Date : 26.02.2019

Time : 11.00 A.M.

#### AGENDA

1. Invocation : **Mr. J. Ubaiyathulla**  
Assistant Professor & Head  
Department of Arabic
2. Welcome Address : **Dr. M. Mohamed Sathik**  
Principal & IQAC Chairperson
3. Presidential Address : **Alhaj. T.E.S. Fathu Rabbani,**  
Secretary & Correspondent  
Sadakathullah Appa College,  
Tirunelveli – 11.

#### AGENDA 1

4. Minutes of the last IQAC Steering Committee meeting & Quality Initiatives taken by IQAC : **Dr. A. Syed Mohamed**  
IQAC Coordinator

#### AGENDA 2

5. Report on the follow-up of students' feedback on staff (April 2018) : **Mr. K. Rabi Ahamed**  
Associate Professor & Head  
Department of Physics
6. Report on the follow-up of students' feedback on other facilities : **Dr. M. Kamalutheen**  
Associate Professor & Head  
Department of Chemistry

#### AGENDA 3

7. Strategy for next 5 years : **Dr. M. Mohamed Sathik**  
Principal & IQAC Chairperson

#### AGENDA 4

8. Report on Criterion wise Conveners : **Dr. A. Syed Mohamed**  
IQAC Coordinator

#### AGENDA 5

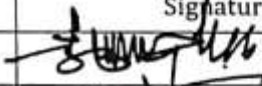
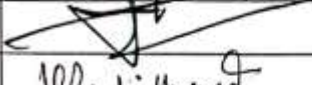
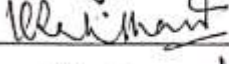
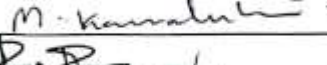
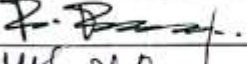
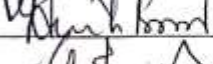
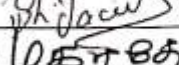
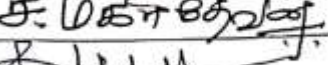
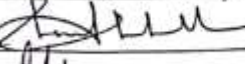

9. Future plan for the academic year 2019-20 : **Dr. A. Syed Mohamed**  
IQAC Coordinator
10. Vote of Thanks : **Mr. S. Khaleel Ahamed**  
IQAC Assistant Coordinator



(Page : 001 of 001) 1

The steering committee members of the IQAC met on 26.02.2019 at the e-conference Hall at 11:00 A.M to discuss the following agenda.

The following members were present.

S.No.	Name	Signature
1.	Alhaj. T.E.S. Fathu Rabbani	
2.	Dr. M. Mohamed Sathik	
3.	Mr. K. Rabi Ahamed	
4.	Dr. M. Kamalutheen	
5.	Dr.A. Abdul Kader	
6.	Dr. Janet Rani	
7.	Dr.M. Sithi Jameela	
8.	Dr. S. Mahadevan	
9.	Dr. S.M. Abdul Kader	
10.	Dr.V. Chinnathambi	



### **Meeting on 26.02.2019**

The Internal Quality Assurance Cell of our college organized a Steering Committee Meeting on 26.02.2019. Dr. M. Mohamed Sathik, Principal, presided over the meeting. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. The meeting involved discussion about the feasibility of streaming the Part II English students and varying the standard of the syllabi, introduction of OMR sheets for entering marks from the forthcoming Semester Examination onwards and organizing the alumni meets. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant Professor of English proposed the vote of thanks. A total of 28 participants attended the meeting.

**The resolutions and recommendations made at the meeting held on  
26.02.2019.**

**Resolutions:**

- It was resolved to convene a meeting for the faculty members of the English Department, the two Deans being the conveners, to discuss the feasibility of streaming the Part-II English students and varying the standard of the syllabi and question papers accordingly.
- It was resolved to form a Spoken English Forum and to meet on Saturdays for the interactions between teachers and students.
- It was resolved to introduce OMR sheets for entering marks from the forthcoming Semester Examinations onwards.
- It was resolved to modernize the Office of the Controller of Examinations.
- It was resolved to discuss the possibilities for the organizing of guest lectures on Saturdays.
- It was resolved to encourage conducting of departmental alumni meets.
- It was resolved to approve the nomination of conveners of different criteria.

**Recommendations**

- Bathroom facilities in the Boys' Hostel and services of the Scholarship Section in the office be enhanced.
- Issues like space constraints and high price of food items in the Canteen be looked into.
- A studio for developing e-contents be established.
- Research scholars and faculty members be encouraged to receive funds from various funding agencies for undertaking major and minor projects.
- Signing of MOUs with various agencies be increased strengthened.
- Research facilities in all the Research Departments be added up with an allotment of Rs.15 lakh per Department.
- Online courses be encouraged on the campus.
- Conducting of departmental level orientation programmes for faculty members be planned.
- ICT learner-centered approach be followed.

### **Meeting – 3**

**Title : Preperation of Mock Presentation for NAAC visit**

**Date : 07.07.2018**

The Internal Quality Assurance Cell of our college organized Preperation of Mock Presentation for NAAC visit on 07.07.2018. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 63 participants participated in the meeting.

## **Meeting – 4**

**Title : Autonomy Review Committee Meeting**

**Date: 07.07.2018**

The Internal Quality Assurance Cell of our college organized Autonomy Review Committee Meeting 07.07.2018. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 162 participants participated in the meeting.

## **Meeting – 5**

**Title : An Interaction between Managing Committee and the Staff members**

**Date : 10.07.2018**

The Internal Quality Assurance Cell of our college organized An Interaction between Managing Committee and the Staff members 10.07.2018. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 123 participants participated in the meeting.

## **Meeting – 6**

**Title: Inauguration of NPTEL-SWAYAM Chapter**

**Date: 26.07.2018**

The Internal Quality Assurance Cell of our college organized Inauguration of NPTEL-SWAYAM Chapter 26.07.2018. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 117 participants participated in the meeting.



## **Meeting - 7**

**Title: Interaction between the IQAC and Liason officers for the Annual Quality Assurance Report**

**Date: 29.08.2018**

The Internal Quality Assurance Cell of our college organized Interaction between the IQAC and Liason officers for the Annual Quality Assurance Report 29.08.2018. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 32 participants participated in the meeting.

## **Meeting - 8**

**Title: Faculty Development Programme on Creative Thinking**

**Date: 17.09.2018**

The Internal Quality Assurance Cell of our college organized Faculty Development Programme on Creative Thinking 17.09.2018. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 24 participants participated in the meeting.

## **Meeting – 9**

**Title- Faculty Development Programme on Creative Thinking**

**Date:18.09.2018**

The Internal Quality Assurance Cell of our college organized Faculty Development Programme on Creative Thinking 18.09.2018. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 21 participants participated in the meeting.

## **Meeting – 10**

**Title: Preparatory meetings ahead of the NAAC visit for all the members of the Criterion III**

**Date:15.04.2018**

The Internal Quality Assurance Cell of our college organized A Preparatory meeting ahead of the NAAC visit for all the members of the Criterion III 15.04.2019. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 31 participants participated in the meeting.

**(2017 – 2018)**

## Meeting- 1

04.01.2018.

IBAC Meeting

The following staff members attended the meeting in connection to "autonomy series" to be in the T- lab on 4.1.2018 at 11.10 a.m.

Members Present

✓ 1. Dr. M. Mohamed Sathik.	
2. A.H. MOHDEEN BADSHAH	he <del>was</del> 4/1/18
3. S. UBAYATHULLA	S. Ubayathulla 4/1/18
4. B.A. Abdul Karim	by 4/1/18
5. P. Jeslin Kanaga Jinta	the
6. K. Hema	20
7. A. Zeenath Bazeem	4/1/18
8. ANITA GNANAMUTHU	4/1/18
9. W. Fathima Fausan (BCA)	4/1/18
10. A. Rizwana	4/1/18
11. R. Janet Rathi	4/1/18
12. R. Sumanalakshmi	R. S. 4/1/18
13. A. Parvathi Begam	4/1/18
14. S. Shajin Aksha	4/1/18
15. J. Jannathul Firdaus	4/1/18
16. Dr. P. Srinivasan Bonmai nagam	4/1/18
17. Dr. P. Srinivasan Bonmai nagam	4/1/18
18. A. Shakul Hamid	4/1/18
19. M. NAZEER AHMED	4/1/18
20. A. HAMIL	4/1/18
21. Dr. N. Mohamed Rilwan	4/1/18
22. Dr. N. JEEHENTHIRAN	4/1/18
23. R. Sargan Rathash	4/1/18
24. K. Shalemydeen	4/1/18
25. Dr. S. S. S. S. S.	4/1/18



Dr. A.H. Mohideen Badshah → SOP

Dr. S. Mahadevan → Youth Welfare Dept.

Dr. A.S. Shaik Sindha → YRC and RRC

Dr. S.

DR. A. JESURAJ

SC

### **Meeting on 04.01.2018**

The Internal Quality Assurance Cell of our college organized a Steering Committee Meeting on 04.01.2018. Dr. M. Mohamed Sathik, Principal, presided over the meeting. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. It was decided in the meeting to constitute sub-committees to assess the Library, Physical Education and Part V forums. .Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant Professor of English, proposed vote of thanks. A total of 35 participants attended the meeting.



## Meeting - 2

IRAC Meetings with the Faculty concerning the allocation of Staff IDs.			
30/01/2018			
Morning			
S.NO.	Staff Name	Staff ID.	Signature
1	Dr. V. Chinnthambi		
2	D.N. ANNIE BRIGHTY CHRISTIAN	STAR06	
3	R. Fathima Syreen		
4	M. ABUL HASAN	STAR	
5	K.J. MOHIDEEN ABDUL ISMAIL		
6	S. MOHAMED HUSSAIN	STAR03	
7	M.R. MAITTHA BURVIN	STAR08	
8	Dr. R. ANUSMYA	STAR01	
9	Dr. V. NALIK	STAR04	
10	Dr. J. SELVA SUBANNA	STAR08	
11	K.B. JALEEL AHAMED		
12	M. SYED MOHAMED ILYAS		
13	G. JAGGEE SHAN	STAR02	
14	S.A. Mohamed Rafeek		
15	M. ABBAS ALI	SIS	
16	A. NOORUL AMEEN	SIS	
17	Dr. G. JAGGEE SHAN		
18	Dr. N. JEETHEENTHIRAN	STAR06	
19	W. Fathima Farzana		
20	A. PONCHITRA (PG PHYSICS)		
21	M. Vegasini.		
22	Dr. G. JAGGEE SHAN		
23	M.H. Ibrahim		
24	M. SHAIK MANSOOR		
25	R. SURESH RATHNASHI		
26	S. PIRAMU KAILASAM		

27.	J. Jannathul Firdhous	CS(SF)	J. Jannathul Firdhous
28.	K.A. Mohamed Riyazudeen	OD	
29.	S. Fathima Sahara	Maternity Leave	
30.	K. Mariyam Rehana	K. Mariyam	
31.	A. Lunath Bazeera	OD	
32.	Dr. R. Jothi Mani	OD	
33.	A. Fevin Fathima	J. Jannathul Firdhous	

## AFTERNOON

S-NO	Staff name	Staff ID	Signature
1.	ANITA GNANAMUTILL	STEN 01	Anita
2.	M.A. BADARUNNISA BEGUM	STEN 03	
3.	M.A. MOHAMED IQBAL HUSSAIN	STEN 04	
4.	S.M. PRASAD	STEN 04	
5.	Dr. K. SHEIK MYDEEN	STEN 01	
6.	M.S. ABUBACKER FASI	STEN 05	
7.	K. THALHA		
8.	H.M. SULTHAN AHITHAR		
9.	V. Angel Mary	STND 02	V. Angel
10.	S. Aariba	STND 03	S. Aariba
11.	M. VADIVEL DEVI	STND 05	
12.	P. SWARNALAKSHMI	STND 01	
13.	S. MOHAMED IMRAN	STND 03	
14.	S. SHAHUL HAMEED (OD)	STND 02	
15.	S. Yasmin Khatija	STND 04	S. Yasmin
16.	J.A. Aftab Nisha	STND 05	J.A. Aftab
17.	J.A.M. OMERAY FAROOK		
18.	K. SINDHA NAGAR		
19.	K. AHAMED ANIS FATHIMA		
20.	Ed. PRIYADHARSHINI		
21.	M. Benazir Nuzhat	STEN 09	

### **Meeting on 30.01.2018**

The Internal Quality Assurance Cell of our college organized a Steering Committee Meeting on 30.01.2018. Dr. M. Mohamed Sathik, Principal, presided over the meeting. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. The meeting was conducted with regard to the distribution of staff IDs. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant Professor of English, proposed vote of thanks. A total of 33 participants attended the meeting.

### **Meeting – 3**

**Title : Meeting with the staff members for their profile updation**

**Date : 05.10.2017**

The Internal Quality Assurance Cell of our college organized a Meeting with the staff members for their profile updation on 05.10.2017. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 29 participants participated in the meeting.

## **Meeting – 4**

**Title: Meeting with the staff members for their profile updation**

**Date: 09.10.2017**

The Internal Quality Assurance Cell of our college organized a Meeting with the staff members for their profile updation on 09.10.2017. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 24 participants participated in the meeting.

## **Meeting – 5**

**Title : Meeting with the staff members for their profile updation**

**Date : 10.10.2017**

The Internal Quality Assurance Cell of our college organized An Interaction between Managing Committee and the Staff members 10.07.2018. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 123 participants participated in the meeting.

## **Meeting – 6**

**Title: Meeting with the staff members for their profile updation**

**Date: 11.10.2017**

The Internal Quality Assurance Cell of our college organized a Meeting with the staff members for their profile updation on 11.10.2017. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 25 participants participated in the meeting.

## **Meeting - 7**

**Title: Meeting with the staff members for their profile updation.**

**Date: 12.10.2017**

The Internal Quality Assurance Cell of our college organized a Meeting with the staff members for their profile updation on 12.10.2017. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 10 participants participated in the meeting.



## **Meeting - 8**

**Title: Meeting with the staff members for their profile updation**

**Date:13.10.2017**

The Internal Quality Assurance Cell of our college organized a Meeting with the staff members for their profile updation on 13.10.2017. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 10 participants participated in the meeting.

## **Meeting – 9**

**Title : Meeting with the staff members for their profile updation**

**Date : 06.11.2017**

The Internal Quality Assurance Cell of our college organized a Meeting with the staff members for their profile updation on 06.11.2017. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 23 participants participated in the meeting.

## **Meeting – 10**

**Title: IQAC Preperation of Autonomy Review Report Compliance Meeting**

**Date:29.01.2018**

The Internal Quality Assurance Cell of our college organized a IQAC Preperation of Autonomy Review Report Compliance Meeting on 29.01.2018. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 5 participants participated in the meetin

## Meeting - 11

**Title: One Day Faculty Training Programme On Stress Management And Time Management**

**Date: 03.02.2018**



The Internal Quality Assurance Cell of our college organized One day faculty training programme on stress management and time management on 03.02.2018. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 135 participants participated in the meeting.

## **Meeting - 12**

**Title : Autonomy Review Committee Meeting**

**Date : 05.04.2018**

The Internal Quality Assurance Cell of our college organized Autonomy Review Committee Meeting on 05.04.2018. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 43 participants participated in the meeting.

### **Meeting - 13**

**Title: Autonomy Review Committee Meeting**

**Date: 25.04.2018**

The Internal Quality Assurance Cell of our college organized Autonomy Review Committee Meeting on 25.04.2018. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 50 participants participated in the meeting.

## **Meeting - 14**

**Title : Autonomy Review Committee Meeting**

**Date : 26.04.2018**

The Internal Quality Assurance Cell of our college organized Autonomy Review Committee Meeting on 26.04.2018. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 16 participants participated in the meeting.

## **Meeting - 15**

**Title : Autonomy Review Committee Meeting**

**Date : 03.05.2018**

The Internal Quality Assurance Cell of our college organized Autonomy Review Committee Meeting on 03.05.2018. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 14 participants participated in the meeting.



## Meetings organized by the IQAC (2016 – 2017)

### Meeting- 1

Page: QR  
Date: 20.12.2016 ✓

IQAC STEERING COMMITTEE MEETING

The Steering committee for the conduct of the IQAC National Seminar met on 20.12.2016 in the principal's Chamber. The following members attended the Meeting:

1. Dr. M. Mohamed Sathik, Principal ✓
2. Dr. A. Abdul Kader, Director (Unidad Courses) ✓
3. Dr. B.A. Abdul Karim ✓
4. Dr. S.H. Mohammed Amin ✓
5. Dr. Kamalathasan ✓
6. Dr. A. Syed Mohamed ✓
7. Dr. S. Mahadevan ✓
8. Dr. M.T. Zahir Hussain ✓
9. Prof. S. Khaleel Ahmed ✓

The following were the resolutions made:

- i. It was resolved to conduct the seminar on the already fixed dates viz. 01.02.2017 and 02.02.2017.
- ii. It was resolved to fix the Registration as follows:  
For Academicians: Rs 750/-  
Scholars: Rs 500/-  
Our Faculty: Rs 200/-
- iii. It was also resolved to direct all the M.Phil Scholars of our college to take part in the seminar.
- iv. It was also resolved to include the following staff in the Editorial committee for the publication of the seminar proceedings.  
1) Dr. A. Abdul Kader (Director)  
2) Prof. S. Khaleel Ahmed

## **Meeting on 20.12.2016**

The Internal Quality Assurance Cell of our college organized a Steering Committee Meeting on 20.12.2016. The Steering Committee of the IQAC met on 20.12.2016. Dr. M. Mohamed Sathik, Principal, presided over the meeting. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. It was resolved to conduct the Two-Day National Seminar in collaboration with NAAC on the already fixed date such as 07.02.2017 and 08.02.2017. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant Professor of English, proposed vote of thanks. A total of 9 participants attended the meeting.

## Meeting - 2

Page:	Date:
GR	✓

IQAC STEERING COMMITTEE 20.01.2017.

MEETING

Meeting 30.01.2017

The following members attend the IQAC meeting on 30.01.2017 at 12.30 pm.

Agenda:

To discuss the NAAE sponsored Seminar on 14 Feb 2017 & 8th Feb. 2019.

Members present:

1. Dr. B.A. ABDUL KARIM
2. Dr. S.H. Mohamed Ameen
2. Dr. Mohideen Badshah
4. Dr. M.T. Zahar Hussain
5. Dr. Saravana Kumar, Special Intee
6. Dr. A. Syed Mohamed
9. Dr. M. Kamalutheen
8. Dr. G. Mshederan
9. Ms. Ameenah, Special Intee.
10. Dr. K. SETHUPATHI KANNAN

### **Meeting on 30.01.2017**

The Internal Quality Assurance Cell of our college organized a Steering Committee Meeting on 30.01.2017. Dr. M. Mohamed Sathik, Principal, presided over the meeting. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering. Staff were given user ID from the college. It was insisted that all the M.Phil scholars of our college must have active participation in the seminar. Four different committees were formed to carry out the different seminar activities viz., Registration committee, Reception committee, Refreshment committee and Certificate Issuing committee. Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant Professor of English, proposed vote of thanks. A total of 10 participants attended the meeting.

Page : \_\_\_\_\_  
Date : \_\_\_\_\_

The following were the resolutions made.

(1) It was resolved to direct all the M.Phil scholars of our college to take part in the seminar.

Reg. fees: Rs 250/-

(2) It was resolved to give the refreshments for the participants as follows:

i) 07.02.2017 - Ghee rice with Chicken kuruma

ii) 08.02.2017 - Chicken Briyani.

The staff-in-charge is Dr. B.A. Abdul Karim and Dr. M. Vemaluthen.

(3) It was resolved to ~~please~~ ~~also~~ give the conference materials i.e. bag, pen and one pen for all the participants.

The order for the purchase of bag is from Mr. Peer, Alumni, Pettai.

(4) It was resolved to ~~from~~ <sup>for</sup> the in-charge of various committees.

i) Registration Committee:

a. Dr. Saravane Kumar, Librarian, convener

b. Dr. Antony Danish

c. Ms. E. Priyadharshini

d. Mr. Mohamed Ismail

e. Mr. Hasan.



(ii) Reception Committee (Outside)

- a. Dr. M.T. Zahie Hussain, Convener
- b. Mr. Akhtar.

(iii) Refreshment Committee

- a. Dr. B.A. Abdul Karim, Convener
- b. Dr. M. Kamalutheen
- c. ~~Dr. M. Thameem Ansari~~

(iv) Certificate Issuing Committee.

- a. Dr. Jeslin Karaka Inbe
- b. Ms. Jemi Merlin
- c. ~~Ms. Panchitra~~

### **Meeting : 3**

**Title : Special lecture on Challenges in undertaking Minor and Major research projects from UGC and other funding agencies**

**Date :03.09.2016**



The Internal Quality Assurance Cell of our college organized a Meeting for a special lecture on Challenges in undertaking Minor and Major research projects from UGC and other funding agencies on 03..09.2016.. Dr. M. Mohamed Sathik, Principal, presided over the meeting.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 107 participants participated in the meeting.

### **Meeting : 4**

**Title : Two day faculty development programme on Emotional Intelligence**

**Date: 20.10.2016**



The Internal Quality Assurance Cell of our college organized a Meeting for two day faculty development programme on Emotional Intelligence on 20.10.2016.. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 36 participants participated in the meeting.



## **Meeting : 5**

**Title : Editorial Board for the Publication of the Proceedings of the two day National Seminar**

**Date :20.10.2016**

The Internal Quality Assurance Cell of our college organized a Editorial Board for the Publication of the Proceedings of the two day National Seminar on 20.10.2016.. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 8 participants participated in the meeting

## **Meeting : 6**

**Title: Preparatory Meeting for IQAC Seminar**

**Date: 7.02.2017 & 8.02.2017**

The Internal Quality Assurance Cell of our college organized Preparatory Meeting for IQAC Seminar on 7.02.2017 & 8.02.2017. Dr. M. Mohamed Sathik, Principal, presided over the programme.. Dr. A. Syed Mohamed, IQAC Coordinator and Head, Department of Chemistry welcomed the gathering..Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator & Assistant professor of English, proposed vote of thanks. A total of 12 participants participated in the meeting