



# Sadakathullah Appa College

An Autonomous Institution Re-Accredited with 'A' Grade by NAAC

\* ISO 9001 : 2008 Certified \*

## **The Report of the IQAC Steering Committee Meeting held on 16.03.2019.**

The IQAC Steering Committee members met at the e-Conference Hall at 11.00am. The meeting set out with recitation of few verses from Holy Quran by Mr. J. Ubaiyathulla Head of the Department of Arabic. The members present at the meeting were welcomed by the IQAC Coordinator, Dr. A. Syed Mohamed. The meeting was presided over by the Principal and IQAC Chairperson, Dr. S. Mohamed Sathik who also presented the Presidential Address.


The discussion got going with the minutes of the previous Steering Committee meeting presented by the IQAC Coordinator, Dr. A. Syed Mohamed. When there came a discussion on online courses, Our Special Invitee and the Educationist, Dr. K. Senthamarai Kannan, Senior Professor of Statistics Manonmaniam Sundaranar University suggested that an online course (SWAYAM, NPTEL, MOOC) may be made mandatory for the UG and PG students who would join the college from the academic year 2019 -2020 onwards. Citing the new UGC guidelines, the Educationist, Dr. K. Senthamarai Kannan opined that the observation of the existing one-year programme B.L.I.Sc may be replaced by 'Bachelor of Library and Information Science' (B.Lib.I.Sc).

Dr. B.A. Abdul Karim, Assistant Professor of Commerce gave his suggestion that the policy for the Part V Programmes shall be approved. The Principal, Dr. M. Mohamed Sathik elicited his suggestion that all the report submitted by the IQAC Coordinator may be approved except his claim for framing different Part II English syllabi to cater to the diverse needs of the students. The Educationist, Dr. K. Senthamarai Kannan once again came with his proposal that the reports on budget estimation for the utilization of autonomous funds be sanctioned for the year 2019-2020 shall be approved.



The suggestion that the report on the students' Council may be approved came from Dr. S. Mohamed Ameen, Controller of Examinations. The Dean of Sciences, Dr. S.M. Abdul Kader put forth his opinion that all the reports submitted by the Controller of Examinations on the Examination Committee, Examination Disciplinary Committee and Awards Committee Meeting might be approved. The Principal, Dr. M. Mohamed Sathik opined that the names of the staff members who had published papers with impact factors may be mentioned in the IQAC report. It was unanimously felt not to resort grace marks in the Semester Examinations.

Eventually, the Assistant IQAC Coordinator, Mr. S. Khaleel Ahamed expressed his gratitude to all the members for their presence and valuable suggestions.



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## **The Report of the IQAC Steering Committee Meeting held on 26.02.2019.**

The Steering Committee members of the IQAC, Sadakathullah Appa College met on 26.02.2019 at the e-conference Hall at 11.00 am. The meeting set out with the invocation of Holy Quranic verses by Mr. Uaiyathulla, Head Department of Arabic. The members were welcomed by Dr. M. Mohamed Sathik, the Principal. The Secretary of our College, Alhaj. T.E.S. Fathu Rabbani presided over the meeting and delivered the Presidential address.

Initially, the IQAC coordinator, Dr. A. Syed Mohamed presented the minutes of the previous IQAC Steering Committee and Quality Initiatives taken by IQAC. While discussing those minutes, the Director of unaided courses, Dr. A. Abdul Kader brought up an opinion to convene a meeting for the faculty members of the English Department with 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.

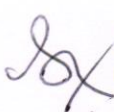
Then, Dr. M. Kamalutheen submitted the report on the follow-up of the students' feedback on other facilities to which the Principal hinted that bathroom facilities in the Boys' Hostel and services of the scholarship section in the office be enhanced. The Special Invitee L.K.M.A. Mohamed Nawab Hussain, Executive Committee member brought forth his suggestions to look into issues like space constraints and high price of food items in the canteen. This was followed by a discussion on strategy for next 5 years brought forward by Dr. M. Mohamed Sathik to which our secretary & Correspondent Alhaj. T.E.S. Fathu Rabbani replied with an idea to introduce OMR sheets for entering marks since the next Semester Examinations. Our secretary also opined to modernize the Office of the Controller of Examinations.



Our Special Invitee Alhaj. K.A. Meeran Mohideen, the Executive Committee member spoke out to discuss the possibilities for organizing the guest lectures on Saturdays. While, another Executive Committee Member Alhaj M.K.M Mohamed Nazar spoke up to encourage conducting of departmental alumni meets. Dr. A. Syed Mohamed brought in the report on criterion wise conveners. Dr. S. Mahadevan suggested to approve the nomination of conveners of different criteria.

When the discussion was on the future plan for the academic year 2019-2020, Dr. S.M. Abdul Kader evoked that a studio for developing e-contents be established. A suggestion that research scholars and faculty members may be encouraged to receive funds from various funding agencies to undertake minor and major projects was given by Dr. M. Sithi Jameela. The Principal remarked that signing of MoUs with various agencies may be increased and strengthened. Our Secretary observed to add up an allotment of Rs. 15 lakh per department for the sake of research facilities in all the Research Departments.

During the meeting, it was unanimously felt that online courses could be encouraged on the campus and ICT learner-centered approach might be followed. There was also undiversified suggestion to plan the conduct of departmental level orientation programmes for faculty members. The meeting came to an end with vote of thanks by Dr. S.H. Mohamed Ameen, the Controller of Examinations.

  
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## **The Report of the IQAC Steering Committee Meeting held on 30.07.2019.**

The members of the IQAC Steering Committee met on 30.07.2019 at the e-conference hall at 11.00 am to discuss various agenda. The meeting commenced with Mr. J. Ubaiyathulla's recitation of verses from Holy Quran. The IQAC Coordinator, Dr. A. Syed Mohamed welcomed the committee members. The meeting was presided over by the Principal & IQAC Chairperson Dr. M. Mohamed Sathik who also delivered the Presidential Address.

The Report on resolutions and action taken of the previous IQAC Steering Committee meeting and Quality Initiatives taken by IQAC was the first agenda, presented by Dr. A. Syed Mohamed, IQAC Coordinator. The agenda, a report on the follow-up of students' feedback on staff and other facilities on April 2019, was presented by Dr. A. Shakul Hamid, Associate Professor & Head, Department of Computer Science. To this, a suggestion was made by Dr. M. Mohamed Sathik, Principal that a 7 scale computer methodology may be followed and the weighted average with a single score could be taken into account, with regard to the 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. Dr. M. Nazeer Ahamed, Associate Professor and Head, Department of History came up with another suggestion that the code of ethics for students shall be published in the college calendar and the code of ethics for teachers shall be laminated and put up in every department along with a copy of the same to be given to every teacher. There was also an opinion from Dr. V. Chinnathambi that the photocopies of the students' RC book and the driving license could be collected from students coming to college in two-wheeler. Also, it was unanimously perceived that the Ph.D Research scholars should not be sent to handle classes.

The next agenda presented by Dr. M. Mohamed Sathik, Principal was on Quality measures to be implemented to which Dr. S.M. Abdul Kader insisted that a subcommittee with Dr. A. Shakul Hameed as the convener can be formed to discuss the strengthening of the course-wise attendance and to find



the modules of online attendance for students. The Sub-committee may consist of the Principal, Dr. A. Hamil, Dr. A. Mahadevan, Dr. A. Abdul Kader and Dr. A. Syed Mohamed as members. Two of the quality measures were put forward by Dr. A. Abdul Kader, Director of Unaided Courses, that registers may be maintained to record the utilization of the ICT-enabled classrooms and registers can also be maintained for recording the grievances with regard to the welfare measures of the staff and students.

Dr. Senthamarai Kannan hinted that incentives could be given to the paper publishers. The proposals were made respectively Dr. S. Mahadevan, the special invitee and Dr. Janet Rani that the prizes can be given to the best users of library for every month at the college Assembly and that prescribed text books might be purchased for every department from the UGC fund. While the discussion is still on quality measures, The Controller of Examinations, Dr. S.H. Mohamed Ameen conveyed his opinions that medical leave shall be given to the unaided staff with the approval of the Principal and a service register shall be maintained for the unaided faculty members.

When the discussion was on the future plans for the academic year 2019 - 2020, a report submitted by the IQAC Coordinator, the Principal elicited his suggestion that more attention shall be paid on the academic infrastructural facilities like laboratories based on the recommendations from Autonomy Review Committee. Dr. A. Shakul Hamid commented that the mentor-mentee system shall be strengthened.

Dr. M. Nazeer Ahamed, proposed a plan to promote acquiring patent rights in the institution. It was Dr. S.M. Abdul Kader who suggested that the festival allowance may be given for Unaided Staff. In opinion about enhancing the contributors of the Alumni Association was made once again by Dr. S.M. Abdul Kader. The meeting ended with vote of thanks by Mr.S. Khaleel Ahamed, Assistant IQAC Coordinator.

  
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## **The Report of the IQAC Steering Committee Meeting held on 31.10.2019.**

The Steering Committee members of the IQAC meeting on 31.10.2019 at the e-conference Hall at 10.30am to discuss various agenda. The proceedings began with the invocation of the Almighty by Mr.J.Ubaiyathulla, Head of the department of Arabic. The IQAC Coordinator, Dr. A. Syed Mohamed welcomed all those who were present in the meeting. The Principal and chairperson of the IQAC, Dr. M. Mohamed Sathik presided over the meeting and presented the presidential Address.

Initially, the Criterion-wise Conveners submitted the progress report of their respective criteria. The report on Criterion - I was submitted by Dr. S. Mahadevan, Dean of Arts and Dr. S.M. Abdul Kader, Dean of Science, Criterion-II by Dr.M. Sithi Jameela, Head of the department of Zoology and Dr. S. Mohamed Haneef, Head of the department of English, Criterion-III by Dr. M. Sulthana Barvin and Dr. I. Antony Danish, Assistant Professor of Chemistry, Criterion-IV by Mrs. A. Rashetha Begum, Head of the department of Mathematics and Dr. R.R.Saravanakumar, The Librarian, Criteria- V by Mr. S.M.A Khaleelur Rahman and Dr. M.I. Zahir Hussain, Assistant Professor of Zoology, the Criterion VI by Dr. Kanna Muthiah, Assistant Professor of English and Dr. Shajun Nisha, Head of the PG Department of Computer Science and Criterion-VII by Dr.S.Syed Ali Fathima, Head of the department of Botany and Dr. A.S. Shaik Sindha.



Principal, Dr. M. Mohamed Sathik gave a suggestion that Conveners may be deputed to the Mentee Institutions under the UGC Paramarsh scheme. The deputed conveners may include Dr. S. Mohamed Haneef, Dr. R. Janet Rani, Head of the department of Microbiology, Dr.S. Syed Ali Fathima, Dr. S. Shajun Nisha, Dr. K. Hema, Assistant Professor of English and Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator.

The IQAC Coordinator, Dr. A. Syed Mohamed presented the agenda a report on the challenges in facing NAAC Reaccreditation Process. During the discussion on this agenda, the Director of Unaided Courses, Dr. A. Abdul Kader suggested that the conveners shall present the slides containing NAAC Metrics they are going to discuss in the core committee and subsequently in the Mentee Institutions.

The meeting ended with Mr. S. Khaleel Ahamed, Assistant IQAC Coordinator proposing the vote of thanks.

  
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