The Minutes of the IQAC Steering Committee Meeting held on 15.09.2023.

The IQAC Steering Committee Meeting commenced at 10:30 a.m with recitation of verses from the Holy Quran by Dr. J. Ubaithullah, Head of the Arabic Department of Arabic. The Principal and IQAC Chairperson, Dr. S.M. Abdul Kader, welcomed the Members. He expressed his gratitude to the staff and highlighted their significant achievements. He also emphasized on the Managing Committee's commitment to enhancing the quality of education offered by the Institution. He informed the members about the application submitted to the UGC through the Manonmaniam Sundaranar University for the extension of Autonomous Status. He also spotlighted the evidence of our Institution's commitment in maintaining and enhancing its Autonomous Status.
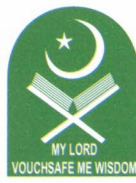
During the discussions, the Principal articulated the College's aspirations to attain the status of "A College with Potential for Excellence", and subsequently to become a Deemed-to-be- University. Eighteen resolutions were made at the IQAC Steering Committee Meeting. The Principal listed the resolutions. It was resolved to introduce several new academic programmes, including B.A. Corporate Secretaryship, B.Sc. Data Sciences, B.Sc. Artificial Intelligence, M.A. Economics, M.A. Tamil, and Certificate Courses in Cyber Security and Drone Application. It was also decided that Department would offer at least two Value-Added Courses, and two CIA Tests would be conducted per Semester, for the students admitted from the 2024-2025 Academic Year, he added. It was discussed to appointing a full-time Placement Officer, constructing new classrooms and laboratories, upgrading some Departments in to Research Centers, and allocating Rs. 8-10 lakh for enriching Library
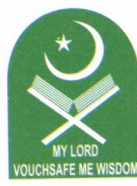
resources. Faculty were encouraged to publish research papers in indexed journals and develop e-Content, while students and staff would be awarded to increase library usage.

Additionally, the College plans to construct a separate block for the Training and Placement Cell, Sadakath Academy, and the Research and Development Cell. The development of an arboretum, increasing non-conventional energy resources through solar panels, and reviewing feedback on faculty performance were also resolved. Moreover, the Institution will reframe its vision and mission, upgrade administrative processes, and discuss findings from academic audits with Departmental Heads to ensure continuous improvement in both academic and administrative functions. The agendas were discussed sequentially. The first agenda of the meeting focussed on the Academic and

Administrative Audit Reports. It was presented by the IQAC Coordinator Dr. A. Syed Mohamed. He elucidated the suggestions given by the External Auditors.

The Second Agenda focussed on the Feedback on Curriculum obtained from Students, Teachers, and Alumni and the Feedback on Physical facilities. It was presented by Dr. S. Mohamed Haneef, Dean of Arts. The discussion highlighted the recurring complaints concerning the College Canteen raised by the Student Representatives.

The Deans of Sciences Dr. S. Mohamed Roshan presented the Third Agenda, outlining the framing of Objectives and Policies for various Committees and Cells functioning in the College. It was reported that Objectives and Policies for 12 Committees / Cells out of the 57 Committees / Cells have been formulated so far. The discussions ensued on specific Policies including Students Grievance Redressal Committee which upholds the dignity of the College by ensuring

strife-free atmosphere at the College by promoting a cordial teacher-student relationship and vice versa.

Dr. S. Mohamed Roshan proceeded with the presentation of the fourth Agenda. He highlighted the Action-Taken Report on the Academic Planner designed for the Academic Year 2022-2023. Agenda V was presented by the IQAC Coordinator Dr. A. Syed Mohamed. For the academic year 2021-2022, the AQAR has been successfully prepared and submitted to the Steering Committee for approval. The report reflects the Institution's efforts to meet quality standards. Meanwhile, the AQAR for 2022-2023 is currently under preparation, with data collection and report drafting in progress.

The IQAC Chairperson Dr. S.M. Abdul Kader presented the Agenda VI. He accentuated the future plans for Sadakathullah Appa College with a focus on both academic and non-academic advancements. Academically, the College

aims to provide contingency funds for Research Departments, financial assistance of Rs. 1000 per month for full-time research scholars, and Seed Money for students who are not selected for TNSCST/ICSSR projects. Furthermore, a Science Hub would be set ups, and the Sadakathullah Appa College Development Council (SACDC) would be established to promote institutional growth, the Principal added. Non-academically, there are plans to modernize the Departments of Arabic, Mathematics, Physics, Microbiology, History, and Tamil, and to construct a ramp connecting the second floor to improve accessibility for all students. These initiatives reflect the College's commitment to enhancing infrastructure and supporting academic progress.

The Meeting ended with a vote of thanks by Dr. S. Khaleel Ahamed, Deputy Coordinator, IQAC. Mr. P.P. Saidali, Assistant Coordinator IQAC, recorded the Minutes of the Meeting.

The IQAC Steering Committee Meeting ended with a comprehensive review of current achievements, discussions on challenges and future plans, and a commitment to advancing the College's academic excellence.

Coordinator, IQAC.

Principal.

IQAC Steering Committee Meeting

Venue : Seminar Hall		**Time** : 10.00 A.M.
Date : 15.09.2023		

1. Qirath : **Dr. J. Ubaiyathulla,**
   Head of the Department of Arabic

2. Welcome Address : **Dr. S.M. Abdul Kader**
   Principal and IQAC Chairperson

3. Presidential Address : **Alhaj. T.E.S. Fathu Rabbani**
   Secretary and Correspondent

AGENDA I

4. Discussion on the Academic and Administrative Audit Report : **Dr. A. Syed Mohamed**
   IQAC Coordinator

AGENDA II

5. Feedback on Curriculum received from the Students, Teachers and Alumni : **Dr. S.H. Mohamed Haneef**
   Dean of Arts

AGENDA III

6. Framing the objectives and Policies of various Committees : **Dr. M. Mohamed Roshan**
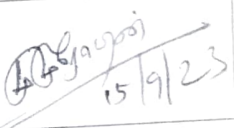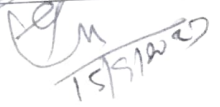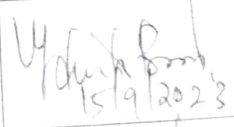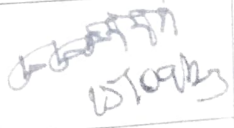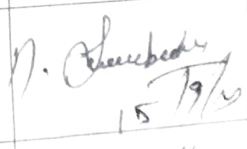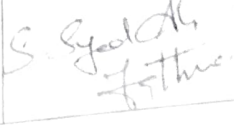   Dean of Science

AGENDA IV

7. Action-Taken Report of the Academic Planner for the Academic year 2022-2023 : **Dr. M. Mohamed Roshan**
   Dean of Science
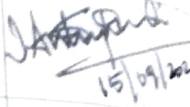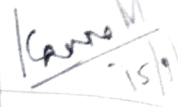
AGENDA V

8. Approval of the AQAR for the Academic Years - 2021-2022 & 2022-2023. : **Dr. A. Syed Mohamed**
   IQAC Coordinator

AGENDA VI

9. Future Plans : **Dr. S.M. Abdul Kader**
   Principal and IQAC Chairperson

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.	Dr. S.M. Abdul Kader, Principal and Chairperson	
3.	Dr. S.M.A. Syed Mohamed Khaja, Vice Principal and Senior Member	
4.	Dr. A. Shakul Hamid, HoD of Computer Science and Senior Member	
5.	Dr. M. Sithi Jameela, Controller of Examinations and Administrative Officer	
6.	Dr. S. Mohamed Haneef, Dean of Arts and HoD of English, Administrative Officer	
7.	Dr. M. Mohamed Roshan, Dean of Sciences, Administrative Officer	15/9/23
8.	Dr. A. Hamil, HoD of Commerce and Senior Member	15/9/2023
9.	Dr. R. Janet Rani, Research Head, Dept. of Microbiology and Senior Member	15/9/2023
10.	Dr. M. Mohamed Siddik, Bursar, Administrative Officer	15/09/23
11.	Dr. M. Sheik Muhideen Badhusha, Dean (R&D), Administrative Officer	15/9/
12.	Dr. S. Syed Ali Fathima, Dean (DLC), Administrative Officer	S. Syed Ali Fathima

S.No.	Members of the Steering Committee	Signature
13.	Dr. M. Sulthana Barvin, Dean of Sports, Administrative Officer	
14.	Dr. I. Antony Danish, Member and ISO Coordinator	
15.	Dr. Kanna Muthiah, Deputy Controller of Examinations and Research Centre Head, Department of English	
16.	Dr. R.R. Saravanakumar, Member, Librarian	
17.	Dr. M.I. Zahir Hussain, Member, Placement Officer and Assistant Professor of Zoology	
18.	Dr. M. Thameem Ansari, Member, Deputy Warden (Hostel) and Assistant Professor of Chemistry	
19.	Dr. A. Benazir, Deputy Warden (Hostel) and Assistant Professor of Commerce	
20.	Dr. P. Jeslin Kanaga Inba, Member and AISHE Coordinator	
21.	Mr. S. Khaleel Ahamed, Deputy IQAC Coordinator and Assistant Professor of English	
22.	Mr. P.P. Saidali, Assistant IQAC Coordinator and Assistant Professor of History	
23.	Mr. A. Sheik Mohamed, Superintendent, Administrative Officer	
24.	Mr. S. Akbar, Superintendent In-charge, Administrative Officer	
25.	Dr. B. William Dharma Raja, Dean, CDC, Manonmaniam Sundaranar University, Tirunelveli (Educationist)	

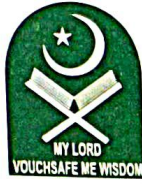| S.No.	Members of the Steering Committee	Signature
26.	Haji F. Seyad Rabbani, Managing Director, Seyad Cotton Mills Private Limited, Nanguneri, (Industrialist)	
27.	Dr. K. Selva Kumar, Former Principal, Pope's College, Sawyerpuram (Representative of Alumni)	
28.	Dr. Mohamed Abubacker, Pediatrician, (Government Medical College Hospital, Tirunelveli) (Representative from the Local Society) _Paediatric surgeon,_	_(signature)_
29.	Ms. S. Peer Rifaya (22SCH08) II M.Sc Chemistry (Representative of Students)	_S. Peer Rifaya_
30.	Dr. A. Syed Mohamed, HOD of Chemistry and IQAC Coordinator	

The Activities of the IQAC

1. The IQAC Steering Committee Meeting

The Steering Committee of the IQAC met on 15.09.2023. The following resolutions were made at the meeting:

S.No.	Resolution	Action-Taken
1.	Resolved to approve the objectives and policies of Internal Compliance Committee, Students Grievance Redressal Committee and other Committees.	The Objectives and Policies were presented at the Policy Committee Meeting.
2.	Resolved to design the Academic Planner for the academic year 2023-2024, incorporating the schedules of the Principal's Office, the IQAC Office and other Administrative Bodies.	The Academic Planner was approved by the Governing Board.
3.	Resolved to modernize the Departments of Arabic, Mathematics, Physics, Microbiology, History, Tamil and Zoology.	The Departments were Modernized
4.	Resolved to construct a ramp to connect the first floor with the second floor.	It will be constructed after the construction of classrooms on the second floor is completed.
5.	Resolved to discuss the reports of the ISO Internal and External Audits and Academic Administrative Audit in the appropriate bodies.	The Audit Reports were discussed at the Admin Heads Meeting.
6.	Resolved to monitor the modalities and functioning of the Earn While You Learn Scheme (EWYL).	A Coordinator is designated for this purpose.

7.	Resolved to maintain a Personal Register for the Non-Teaching Staff and to get it periodically reviewed by the Superintendent and the Administrative Authorities.	A Personal Register is maintained by each section staff in the College Office. The Personal Registers are audited during the Administrative Audits held.
8.	Resolved to provide training for the Non-Teaching Staff related to the office procedures such as bill settlement, allotment of ABC/NAD etc.	Training was given to create ABC/NAD/ UMIS IDs. A Three-Day Training Programme is planned to train the Non- Teaching Staff.

Dr. S. Mohamed Haneef

Coordinator, IQAC

Dr. S.M. Abdul Kader

Principal

1. IQAC Steering Committee Meeting held on 15.09.2023

The Steering Committee of the IQAC met on 15.09.2023. The following resolutions were made at the Meeting:

- Resolved to approve the Annual Quality Assurance Report for the Academic Year 2021-2022 with minor changes.
- Resolved to approve the objectives and policies of Internal Compliance Committee, Students Grievance Redressal Committee and other Committees.
- Resolved to design the Academic Planner for the academic year 2023-2024, incorporating the schedules of the Principal's Office, the IQAC Office and other Administrative Bodies.
- Resolved to provide contingency grant to all Research Departments.
- Resolved to provide financial assistance to the full-time research scholars.
- Resolved to provide seed money for the students who have not been selected for undertaking TNSCST / ICSSR Projects.
- Resolved to create a Science Hub.
- Resolved to establish Sadakathullah Appa College Development Council (SACDC) comprising of Admin Heads and one representation from both Aided and Unaided streams.
- Resolved to modernize the Departments of Arabic, Mathematics, Physics, Microbiology, History, Tamil and Zoology.
- Resolved to construct a ramp to connect the first floor with the second floor.
- Resolved to discuss the resolutions of the Steering Committee Meeting held on 26.05.2023.
- Resolved to discuss the reports of the ISO Internal and External Audits and Academic Administrative Audit in the appropriate bodies.
- Resolved to monitor the modalities and functioning of the Earn While You Learn Scheme (EWYL).
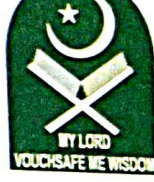
Sadakathullah Appa College

(Autonomous)

Reaccredited by NAAC at an A++ Grade with a CGPA of 3.56/4.0 in the IV Cycle • An ISO 9001:2015 Certified Institution

- Resolved to maintain a personal register for the non-teaching staff and to get it periodically reviewed by the Superintendent and the Administrative Authorities.
- Resolved to provide training for the non-teaching staff related to the office procedures such as bill settlement, allotment of ABC/NAD etc.

Dr. S. Mohamed Haneef

Coordinator, IQAC

Dr. S.M. Abdul Kader

Principal