



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

The Minutes of the IQAC Steering Committee Meeting held on 02.02.2024.

The IQAC Steering Committee Meeting commenced at 10:30 a.m. on 02.02.2024 with recitation of verses from the Holy Quran by Dr. J. Ubaithullah, Head of the Department of Arabic. The Principal and IQAC Chairperson, Dr. S.M. Abdul Kader, welcomed the Members. He thanked the Staff and highlighted the significant achievements. He pointed out that the College was Reaccredited by NAAC at an A++ Grade with a CGPA of 3.56 in the IV Cycle. The Extension of the Autonomous Status to our College was granted by the UGC from 2032-2033. The College figured within the Rank Band of 151- 200 in the NIRF India Ranking 2023, he added. The Principal also mentioned the Golden Jubilee Celebration of our College and emphasized on the Managing Committee's commitment to enhancing the quality of education offered by the Institution.





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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. Various strategies were proposed to achieve this, including infrastructure development, establishment of more Research Centres, formation of a Women Empowerment Cell, Islamic Research Centre, and strengthening the Training and Placement Cell to capitalize on the upcoming job opportunities, especially in the Government Sectors. The need for formulating policies related to offering Swayam-NPTEL Online Certification Courses and online education were also underscored .

The agendas were discussed sequentially. The Feedback obtained from students on the performance of the Faculty was presented by the Principal, Dr. S.M. Abdul Kader. It was agreed unanimously that faculty members having a less score on a 7 Point Scale would be called for to provide explanations to the Principal.





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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.

Dr. S. Mohamed Haneef continued with the presentation of 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 thus far. The discussions ensued on specific Policies including the attendance requirements for the Examinations of the Add-on-Courses and concerns regarding teaching hours.





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The meeting proceeded with the discussion of the Fourth and Fifth Agendas concerning the Action Taken Report on the Academic Planner designed for the academic year 2023-2024 and Strategic Plans for the upcoming 10 years. It was presented by the IQAC Coordinator Dr. A. Syed Mohamed. Strategic Plans included proposals for conducting two CIA Tests per Semester in the light of the inordinate absence of students during CIA Tests. It was discussed to enhance admission in the UG and PG Programmes. It was also suggested that two Value-Added Courses with a minimum of 30 teaching hours could be introduced in the new curriculum to be adopted from the Academic year 2024-2025. The duration of the External Examinations of the Courses offered such as NME, Value Education and Environmental Studies shall be fixed as two hours, the Committee felt.





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It was also recommended that the Librarian shall be the In-charge of purchasing textbooks, reference books for each Department prescribed in the Curriculum and Reputed Journals / Magazines for each Research Department. It was decided that Placement Drives by the reputed companies like TCS, Syntel etc., should be organised. The PG Department of English shall encourage the PG students to appear for TOFEL /IELTS Examinations.

The IQAC's proposal to conduct a Five-Day Faculty Development Programme for the Teaching Staff and a Three-Day Training Programme for the Non-Teaching Staff was discussed at the meeting.

It was also proposed that the API Appraisals be collected from the staff members at the end of every year and the same might be submitted to the Principal.

Strategies were discussed to increase the students' strength from 80% to 90%.





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Finally, the Principal presented the Sixth Agenda, which focussed on the Future Plans of the College. Discussions centering on starting B.Sc. Data Science, B.Sc. Artificial Intelligence and Cyber Security, B.Sc., Physical Education, M.A. Economics, M.A. Tamil and the upgradation of the Departments such as Tamil, Arabic, Economics and Nutrition and Dietetics as Research Centres also took place.

It was decided to sanction a Contingency amount of Rs. 50,000/- and to allocate Rs. 1,00,000/- for Arts and Science Departments respectively with the approval of the Managing Committee. The Principal wanted to know the feasibility of providing financial assistance to all the Full-Time Research Scholars. He also insisted on designating Deans of Hostel Administration and Associate Deans for a few portfolios. He said that the Deaneries should be established with the approval of the Managing Committee. An App with salient features such as Staff





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login, Reports, Students' Attendance etc would be developed and the same would be launched shortly, he said.

A notable suggestion to take appropriate initiatives to upgrade the *Sadakath* Research Bulletin as a Peer-reviewed Journal was given by the Controller of Examinations, Dr. M. Sithi Jameela. The meeting ended with a vote of thanks by Dr. A. Syed Mohamed, IQAC Coordinator. Dr. S. Khaleel Ahamed, Deputy IQAC Coordinator, was the Master of the Ceremony. Mr. P.P. Saidali, Assistant Coordinator IQAC, recorded the Minutes of the Meeting.

The IQAC Steering Committee Meeting concluded 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 : Auditorium

Time : 10.00 a.m.

Date : 02.02.2024

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 Feedback about the Faculty received from students : Dr. S.M. Abdul Kader,
Principal and IQAC Chairperson.

AGENDA II

5. Discussion on Feedback about Curriculum received from Students, Teachers and Alumni : Dr. M. Mohamed Roshan,
Dean of Sciences.

AGENDA III

6. To frame the Objectives/ Policies of Various Committees/ Cells : Dr. S. Mohamed Haneef,
Dean of Arts. 

AGENDA IV

7. Action Taken Report on the Academic Planner for the Academic Year 2023-2024 : Dr. A. Syed Mohamed
IQAC Coordinator

AGENDA V

8. Strategic Plans : Dr. A. Syed Mohamed,
IQAC Coordinator.

AGENDA VI



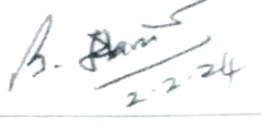
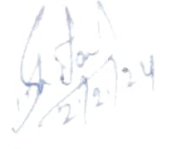

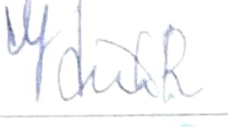

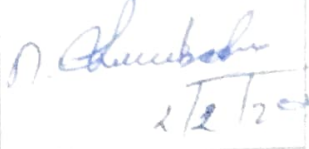
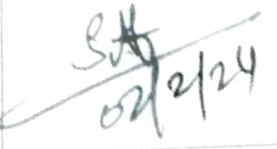
9. Future Plans : Dr. S.M. Abdul Kader,
Principal and IQAC Chairperson.
10. Vote of Thanks : Dr. A. Syed Mohamed,
IQAC Coordinator.

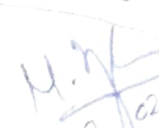

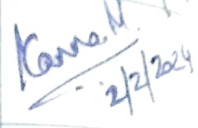
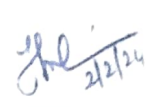

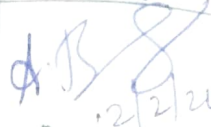
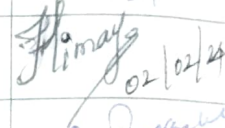
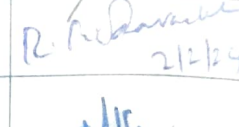



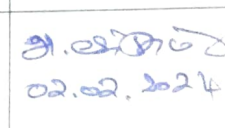
Master of Ceremony

: Dr. S. Khaleel Ahamed,
Deputy IQAC Coordinator.

Minutes of the meeting

: Mr. P.P. Saidali,
Assistant 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 and HoD of Physics, Administrative Officer	
8.	Dr. A. Hamil, Dean of Students Affairs and HoD of Commerce and Senior Member	
9.	Dr. R. Janet Rani, Research Head, Dept. of Microbiology and Senior Member	
10.	Dr. M. Mohamed Siddik, Bursar, Administrative Officer	
11.	Dr. M. Sheik Muhideen Badhusha, Dean (R&D), Administrative Officer	
12.	Dr. S. Syed Ali Fathima, Dean (DLC), Administrative Officer	

S.No.	Members of the Steering Committee	Signature
13.	Dr. M. Sulthana Barvin, Dean of Sports, Administrative Officer	 02/02/24
14.	Dr. I. Antony Danish, Member and ISO Coordinator	 02/02/24
15.	Dr. Kanna Muthiah, Deputy Controller of Examinations and Research Centre Head, Department of English	 2/2/2024
16.	Dr. P. Jeslin Kanaga Inba, Member and AISHE Coordinator	 2/2/24
17.	Dr. M. Thameem Ansari, Member, Deputy Warden (Hostel) and Assistant Professor of Chemistry	 2/2/24
18.	Dr. A. Benazir, Deputy Warden (Hostel) and Assistant Professor of Commerce	 2/2/24
19.	Dr. M. Himaya Jaleela Begum, Part V Coordinator	 02/02/24
20.	Dr. R.R. Saravanakumar, Member, Librarian	 2/2/24
21.	Dr. M.I. Zahir Hussain, Member, Placement Officer and Assistant Professor of Zoology	
22.	Mr. S. Khaleel Ahamed, Deputy IQAC Coordinator and Assistant Professor of English	
23.	Mr. P.P. Saidali, Assistant IQAC Coordinator and Assistant Professor of History	
24.	Mr. A. Sheik Mohamed, Superintendent, Administrative Officer	 02.02.2024
25.	Mr. S. Akbar, Superintendent In-charge, Administrative Officer	
26.	Dr. B. William Dharma Raja, Dean, CDC, Manonmaniam Sundaranar University, Tirunelveli (Educationist)	
27.	Haji F. Seyad Rabbani, Managing Director, Seyad Cotton Mills Private Limited, Nanguneri, (Industrialist)	

28.	Dr. R. Selva Kumar, Former Principal, Pope's College, Sawyerpuram (Representative of Alumni)	
29.	Dr. Mohamed Abubacker, Pediatrician, (Government Medical College Hospital, Tirunelveli) (Representative from the Local Society)	
30.	Ms. S. Peer Rifaya (22SCH08) II M.Sc Chemistry (Representative of Students)	S. Peer Rifaya
31.	Dr. A. Syed Mohamed, HOD of Chemistry and IQAC Coordinator	A. Syed Mohamed 2/2/24.



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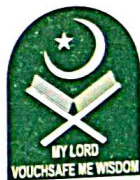
The Activities of the IQAC

1. The IQAC Steering Committee Meeting

The Steering Committee of the IQAC met on 02.02.2024. The following resolutions were made at the meeting:

S.No.	Resolution	Action-Taken
1.	Resolved to introduce a minimum of Two Value - Added Courses by every Department with a minimum of 30 teaching hours.	Value – Added Courses have been designed by the UG Departments to teach for thirty hours.
2.	Resolved to conduct Two CIA Tests per semester with a duration of one and a half hours each.	Two CIA Tests have been introduced for the First Year Students enrolled from the Academic Year 2024-2025.
3.	Resolved to fix the duration of External Examinations of the Courses offered such as NME (Excluding Practical Courses), Value Education and Environmental Studies as two hours.	It is to be implemented from the November, 2024 External Examinations onwards.
4.	Resolved to encourage the faculty to apply for Minor / Major Research Projects with Funding Agencies.	The Research Promotion Committee meets to orient the Faculty in this regard. The Managing Committee sanctions Seed Money to Faculty Members of Arts and Commerce to undertake Minor Research Projects under Seed Money Scheme during the 2024-2025 Academic Year.





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5.	Resolved to purchase Textbooks / Reference Books for each Department prescribed in the curriculum.	Textbooks / Reference Books have been purchased.
6.	Resolved to purchase reputed Journals/Magazines for each Research Department.	Journals and Magazines have been subscribed to for the use by The Research Departments.
7.	Resolved to motivate the PG students to appear for GATE / CSIR / UGC-NET/ TOEFL/ IELTS Examinations.	The Curriculum Development Cell and The Career Guidance Cell organized GATE – JAM Examination Awareness Programme on 21.09.2024.
8.	Resolved to motivate the Commerce students to appear for CA Foundation Course / ICWA / CA Examinations.	The Department of Commerce organized A Workshop on Zoho Books from 05.03.2024 to 07.03.2024. An MOU has been signed with Zoho Corporation Chennai, by the Department.
9.	Resolved to organize Training Programmes / Faculty Development Programmes to Teaching and Non-Teaching Staff.	A Five-Day Faculty Development Programme was conducted from 17.02.2024 to 22.02.2024 for Faculty Members. A Three-Day Training Programme for the Non- Teaching Staff was conducted from 17.02.2024 to 20.02.2024.
10.	Resolved to conduct Green Audit / Energy Audit / Water Audit / Waste Audit/ Gender Audit once two years.	Energy, Environment and Green Audits were conducted on 08.03.2024 & 09.03.2024.
11.	Resolved to collect the API Appraisals from the staff members at the end of every year.	It is under discussion.





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12.	Resolved to increase the percentage of the total strength of the students from 80% to 90%,	Efforts are taken to increase the percentage of student enrollment.
13.	Resolved to maintain the Faculty-Student Ratio (for the sanctioned strength) at 1: 20.	It is maintained.
14.	Resolved to appoint Deans of Commerce, Women's Welfare, Part – V Programmes and Deans of Hostel Administration.	It is under discussion.
15.	Resolved to depute Associate Deans for a few portfolios.	It is under discussion.
16.	Resolved to introduce the new Programmes such as B.Sc. Data Science, B.Sc. Artificial Intelligence and Cyber Security, M.A. Economics, M.A. Tamil, B.A. Corporate Secretaryship, B.Sc. Physical Education in the coming years.	B.Sc. Data Science and B.Sc. Fashion Technology and Costume and Designing are started from the Academic Year 2025-2026 onwards.
17.	Resolved to upgrade the Departments of Tamil, Arabic, Economics and Nutrition and Dietetics as Research Centres.	It is under discussion.
18.	Resolved to provide a contingency amount of Rs. 50,000/- and Rs. 1,00,000 for the Research Departments of Arts and Sciences respectively.	It is under discussion.
19.	Resolved to provide seed money for the students whose Projects have not been approved by TNSCST/ICSSR.	It is under discussion.
20.	Resolved to create an App with features/tabs such as i) Staff login, Reports, Timetable/ Lesson Plans / Publications / Awards and Recognitions / Grants	A meeting was conducted on 21.08.2024 to discuss Software Requirements. A proposal is being prepared in this regard.





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	<p>Received/ e-Content of the faculty etc.</p> <p>ii) Students' Attendance</p> <p>iii) Library details including N-List, e-Journals, e-Books, Magazines etc.</p> <p>iv) Examination related details such as Examination Schedules, previous year's question papers etc.</p> <p>v) Circulars and Announcements</p> <p>vi) Event Management with details of various activities of the Departments, Part-V, Sports and Physical Education, Youth Welfare, Fine Arts etc.</p> <p>vii) Syllabi with POs/PSOs/Cos.</p>	
21.	Resolved to create a Science Hub.	It is under discussion.
22.	Resolved to establish Sadakathullah Appa College Development Council (SACDC) comprising Administration Heads.	It is under discussion.
23.	Resolved to Construct Classrooms, Additional Laboratory for the Departments of Chemistry and Physics to accommodate Laboratory Sessions of PG Programmes and Allied Courses.	Additional Classrooms are being constructed on the First Floor of the College Main Building.





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		A requisition has been made to The Managing Committee to upgrade the Laboratories.
24.	Resolved to construct a ramp to connect the Second Floor.	It is under discussion.
25.	Resolved to construct a separate block for Placement and Training Cell, Sadakath Academy etc.	A separate hall has been provided to carry out Training and Placement Activities.

Dr. S. Mohamed Haneef
Coordinator, IQAC

Dr. S.M. Abdul Kader
Principal





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Resolutions – Steering Committee Meeting (02.02.2024)

The following resolutions were made at the Steering Committee Meeting held on 02.02.2024 at the Auditorium.

Twenty three members of the Steering Committee were present.

Resolutions:-

The following resolutions have been made at the meeting:

1.	Resolved to introduce a minimum of Two Value - Added Courses by every Department with a minimum of 30 teaching hours.
2.	Resolved to conduct Two CIA Tests per semester with a duration of one and a half hours each.
3.	Resolved to fix the duration of External Examinations of Courses offered such as NME (Excluding Practical Courses), Value Education and Environment Studies as two hours.
4.	Resolved to encourage the faculty to apply for Minor / Major Research Projects with Funding Agencies.
5.	Resolved to purchase Textbooks / Reference books for each Department prescribed in the curriculum.
6.	Resolved to purchase reputed Journals/Magazines for each Research Department.
7.	Resolved to motivate the PG students to appear for GATE / CSIR / UGC-NET/ TOEFL/ IELTS Examinations.
8.	Resolved to motivate the Commerce students to appear for CA Foundation Course / ICWA / CA Examinations.





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9.	Resolved to organize Training Programmes / Faculty Development Programmes to Teaching and Non-Teaching Staff.
10.	Resolved to conduct Green Audit / Energy Audit / Water Audit / Waste Audit/ Gender Audit once two years.
11.	Resolved to collect the API appraisals from the staff members at the end of every year.
12.	Resolved to increase the percentage of the total strength of the students from 80% to 90%,
13.	Resolved to maintain the Faculty-Student Ratio (for the sanctioned strength) at 1: 20.
14.	Resolved to appoint Deans of Commerce, Women's Welfare, Part – V Programmes and Deans of Hostel Administration.
15.	Resolved to depute Associate Deans for a few portfolios.
16.	Resolved to introduce new Programmes such as B.Sc. Data Science, B.Sc. Artificial Intelligence and Cyber Security, M.A. Economics, M.A. Tamil, B.A. Corporate Secretaryship, B.Sc. Physical Education in the coming years.
17.	Resolved to upgrade the Departments of Tamil, Arabic, Economics and Nutrition and Dietetics as Research Centres.
18.	Resolved to provide a contingency amount of Rs.50,000/- and Rs. 1,00,000 for the Research Departments of Arts and Sciences respectively.
19.	Resolved to provide seed money for the students whose Projects have not been approved by TNSCST/ICSSR.



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20. Resolved to create an App with features/tabs such as Staff login, Reports, Timetable/ Lesson Plans / Publications / Awards and Recognitions / Grants Received/ e-Content of the faculty etc.

i) Staff login, Reports, Timetable/ Lesson Plans / Publications / Awards and Recognitions / Grants Received/ e-Content of the faculty etc.

ii) Students' Attendance

iii) Library details including N-List, e-Journals, e-Books, Magazines etc.

iv) Examination related details such as Examination Schedules, previous year's question papers etc.

v) Circulars and Announcements

vi) Event Management with details of various activities of the Departments, Part-V, Sports and Physical Education, Youth Welfare, Fine Arts etc.

vii) Syllabi with POs/PSOs/Cos.

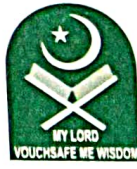
21. Resolved to create a Science Hub.

22. Resolved to establish Sadakathullah Appa College Development Council (SACDC) comprising Administration Heads.

23. Resolved to Construct Classrooms, Additional Laboratory for the Departments of Chemistry and Physics to accommodate Laboratory Sessions of PG and Allied Courses.



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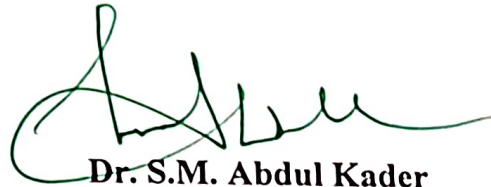
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24.	Resolved to construct a ramp to connect the Second Floor.
25.	Resolved to construct a separate block for Placement and Training Cell, Sadakath Academy etc.



Dr. S. Mohamed Haneef
Coordinator, IQAC



Dr. S.M. Abdul Kader
Principal

