Sadakathullah Appa College

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

SAC/IQAC/2021-22/Commn18.

09.05.2022

Submitted to the Secretary

Resolutions & Recommendations – Steering Committee Meeting (06.05.2022)

The following resolutions and recommendations were made at the Steering Committee Meeting held on 06.05.2022 at the College Seminar Hall.

Thirty Six members of the Steering Committee were present.

Resolutions:-

The following resolutions have been made at the meeting:

1.	It is resolved to start B.Sc Data Sciences course.
2.	It is resolved to appoint a full-time Placement Officer.
3.	It is resolved to provide Seed Money to the Faculty of Arts and Commerce Departments
4.	It is resolved to establish Computer Laboratories for the students of Mathematics and Commerce Departments.
5.	It is resolved to start Career Oriented Courses for the students of Fine Arts and Physical Education Departments.

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6.	It is resolved to establish a Finance Section with a full-time Finance Officer.
7.	It is resolved to conduct a Training Programme for the Non-teaching Staff pertaining to the maintenance of Service Register, Private College Regulation Act, Office Procedure and other Duties and Responsibilities.
8.	It is resolved to establish an Incubation Hub and a Skill Development Centre.
9.	It is resolved to appoint a qualified Electrician with 'C' Certificate.
10.	It is resolved to appoint a Campus Manager.
11.	It is resolved to initiate the establishment of Sadakath Cooperative Store.
12.	It is resolved to initiate the establishment of Sadakath Medical Lab and Diagnostic Centre.
13.	It is resolved to conduct an Awareness Programme for Students and Teachers with regard to the Code of Conducts.

14.	It is resolved to construct a washroom for the physically challenged.
15.	It is resolved to circulate the Students' Survey Reports to the Departments concerned.
16.	It is resolved to submit the IIQA in the last week of May 2022, after the appointment of 20 faculty.
17.	It is resolved to convene a meeting of Internal Compliance Committee.

Recommendations:-

1.	It is recommended to convene Staff Council to reframe the Committees.
2.	It is recommended that the liaison officers and the HoDs to educate the students about the Students' Satisfaction Survey.
3.	To establish an Islamic Library in a floor in the library.
4.	To allot one-fourth of the library space for Reference sections.
5.	It is recommended that Subcommittees shall be formed by the Institution to formally communicate with the Industries as the Students' proposal for Internships are not encouraged.

6.	It is recommended to depute a Member of Placement Cell in every Department.
7.	It is recommended to conduct random check of equipment /apparatus during the audit in the Science Departments.
8.	It is recommended to form a sub-committee and convene a meeting to discuss the ratifications (if any) of the duties and responsibilities of Administrative Heads.
9.	It is recommended that the Alumni Association to be registered.

10/5/22

Dr. M. Mohamed Sathik
IQAC Chairperson

A. Syed Md

Dr. A. Syed Mohamed
IQAC Coordinator

Action Taken Report for the Resolutions passed in the IQAC Steering Committee Meeting conducted on 19.11.2021.

S.No	Resolutions	Action Taken
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.	The books containing Systems and Procedures for the utilization of the Laboratories were distributed to the respective staff members on 22.04.2022
2.	Duties and Responsibilities framed for various Positions and Administrative portfolios to be released at the Governing Board meeting on 27.11.2021.	The Books Containing Duties and Responsibilities were distributed to the respective staff members on 22.04.2022.
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, Women Harassment prevention Committee, Extra-Curricular Activities Committee	Under discussion

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	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 Students' 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.	Implemented
5.	An exclusive Placement Officer through outsourcing shall be appointed.	Under discussion
6.	Dean of Students' Affairs is responsible for forming all the Committees pertaining to students such as Students' 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	Implemented

	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.	Under discussion
8.	It is resolved that the Deans of Arts and Sciences to follow the status of the permanent affiliation for unaided courses.	Implemented
9.	The criteria for the appointment of the chairperson of the respective Evaluation Boards to be discussed at the Staff Council Meeting.	Yet to be discussed
10.	The Planning and Monitoring Committee henceforth be called as Planning and Evaluation Committee. All the Academic Activities to be conducted in the ensuing year shall be planned in advance and incorporated in the academic calendar.	The Meeting of the Planning and Evaluation Committee was conducted on 31.01.2022

11.	The complete database of the Research Scholars to be maintained in the Dean of Research and Development's office.	The complete database is now being maintained by the Dean of Research and Development
12.	The details of the Academic Audit to be shared with all the Heads of the Departments.	Audit Observations were discussed at the Exit Meeting held on 13.09.2021
13.	A Master Stock Register to be maintained by the College office for computers and other equipment.	Implemented
14.	The Office Superintendent being the custodian of the Office affairs, he/she should sign prior to the principal in documents concerned.	Implemented
15.	The College Librarian to gather the details of the publication and h-index of the faculty.	Under discussion

Minutes of the IQAC Steering Committee Meeting held on 06.05.2022

The IQAC Steering Committee meeting was held on 06/05/2022 at 10:30 a.m. in the college seminar hall.

The Meeting commenced with Qirath by Mr. Ubayathulla, Head of the Department of Arabic. The Principal in-charge Dr. S. H. Mohamed Ameen welcomed the members of the Steering Committee. He, initially, listed out the Agenda of the meeting and the Convenors of the related Criteria.

Dr. S. H. Mohamed Ameen opined that the IQAC seems to take a long time to submit the SSR. The IQAC Coordinator Dr. A. Syed Mohamed stated that the IQAC depends on the Criterion-wise Convenors and the Faculty for the submission, hence the delay.

Dr. A. Syed Mohamed presented the Agenda I. He informed the Committee that the register to be maintained in procedures have been presented to the departments on 22/04/2022. He requested the Vice-Principal Dr. S. M. A. Syed Mohamed Khaja to convene Staff Council meeting to reframe the Committees. He also requested the Principal in-charge to fix tenure for the IQAC Coordinator as 03 years. Dr. Mahadevan, the former Dean of Arts, sought a reply from the IQAC Coordinator why the tenure (03 years) was not followed earlier. Meanwhile, Dr. Sithi Jameela from Zoology department asked whether 03 years is fixed by the UGC/NAAC. Dr. A. Syed Mohamed said that the tenure was fixed as 02 years earlier.

Dr. A. Syed Mohamed informed the Committee that he has been the in-charge for Stock Verification and the audit is done without any documents. He further said that it is important to have the database before audit.

The Principal in-charge suggested that random check could be done in Science laboratories during the audit.

Dr. S. Mohamed Haneef, the Dean of Arts quoted Dr. M. Mohamed Sathik's words that the tenure of the Deans to be extended for one more year from the existing one.

The IQAC Coordinator Dr. A. Syed Mohamed replied that such posts are created by the Management and there is no such posts mentioned by UGC/NAAC. Dr. S. Mahadevan asked about the assigned duties and responsibilities of Deans. He further said that any ruling should be put forth for discussion in various forums such as Academic Council and Governing Board before finalising them. The IQAC Coordinator replied if the hierarchy is fixed in tabling the ruling for discussion.

Dr. S. Mohamed Haneef, the Dean of Arts, sought a reply from the IQAC Coordinator whether the procedure is discussed in any Council. Dr. Sithi Jameela, the HoD of Zoology informed the Committee that the Principal (Dr. M. Mohamed Sathik) was generally telling the previous meeting about the responsibilities but those were not evolved as policies. Dr. S. H. Mohamed Ameen opined that a sub-committee to be formed to fix the duties and responsibilities of the Deans and other Administrative Portfolios.

Dr. A. Syed Mohamed informed that the duties and responsibilities were fixed earlier by the ISO. Dr. S. Mahadevan said that a lot of discussions did not take place before finalising. Dr. A Syed Mohamed mentioned that it was discussed at the IQAC Steering Committee Meeting & Governing Board held on 16.09.2020 and 09.12.2020 respectively.

The Vice-Principal Dr. S. M. A. Syed Mohamed Khaja presented Agenda II i.e the Students' Satisfaction Survey. Dr. S. Mohamed Haneef said the survey questions should be given in Tamil besides English. Dr. M. Mohamed Roshan, the Dean of Sciences, said that 85% of students must have responded for the validation of the survey. Dr. A. Syed Mohamed, however, replied that 10% of students are enough for the survey as per the guidelines given by the NAAC and also mentioned that NAAC will send the Questionnaires only in English. Dr. M. Roshan opined that the reports of the Students' Satisfaction Survey shall be circulated to the Departments.

The reports of the Students' Satisfaction Survey read that 70% of syllabus is covered in Aided Departments whereas it is 50% to 60% in Unaided Departments.

The IQAC Coordinator said that the Liaison Officers and HoDs should educate the students about the Students' Satisfaction Survey.

As per the Agenda III, the Criterion-Wise Convenors presented the status of each criterion. Dr. S.M. Abdul Kader, the Controller of Examinations in his presentation said that except metrics 1.4.1, 1.4.2 and Feedback on Curriculum to be obtained from the Employers by Dr. Zahir hussain, the rest have been completed.

The Principal in-charge questioned whether it is possible to send all the students for internship.

Industrialist Mr. Kripakaran Krishnan, suggested that institutions should emphasize on the importance of internship to industry people as they are unaware of and summarily reject students approaching for internships. He further said that he could help in this regard as he is the President of the Chamber.

Dr. S. Mohamed Haneef presented Criterion II. He informed that the learning levels of the learners and the full time teachers' ratio are in process. Dr. S. H. Mohamed Ameen suggested formulating a mechanism to gauge the

levels of the students. Dr. S. Mohamed Haneef said some of the metrics are partially completed due to the non-furnishing of 2020-2021data. The Dean of Arts also opined that only a few Departments have made efforts to implement experiential learning.

Dr. Antony Danish, the ISO Coordinator; and Dr. Rasheda Begum, the HoD of Mathematics presented Criterion III and IV respectively.

The IQAC Coordinator informed that 7 lakh rupee has been sanctioned to buy equipment for studio. And, three places have been selected for the establishment of studio in including the Second floor of the new library.

Dr. Zahir Hussain presented Criterion V.

The IQAC Coordinator informed that the Secretary has permitted the registering of Alumni Association.

Dr. Janet Rani of Microbiology Department and Dr. Syed Ali Fathima of Mathematics Department presented Criteria VI and VII respectively.

An awareness programme should be conducted for students and teachers with regard to the Code of Conducts. It was also felt that the construction of a washroom for physically challenged persons and a pedestrian pathway are pending for finalising the metrics.

The IQAC Coordinator presented Agenda IV. He in his presentation informed the Committee that the IIQA will be submitted in the last week of May, 2022, especially after the appointment of 20 faculty in the Unaided Departments. Dr. A. Syed Mohamed further said that the actual plan was to submit the IIQA on 06/05/2022.

The IQAC Coordinator requested the Principal in-charge to convene a meeting of the Internal Compliance Committee.

The Principal in-charge presented Agenda V.

Dr. Zahir Hussain the Placement Officer, requested that the Seed Money should be increased.

Dr. M. Sheik Mohideen Badhusha said that the Database maintained in the Office of the Dean of Research is frequently changed. He sought a software and an assistant to his office to make things easy.

Dr. Zahir Hussain sought a wet lab for his Department.

Mr. Kiruparan Krishnan, the industrialist, said that one member from every Department should represent in the Placement Cell so as to ease the burden of the Placement Officer.

Dr. Saravana Kumar suggested a separate reference section in library.

Dr. S. Mahadevan suggested an Islamic library should be established in the library building. He further said that only library activities should be conducted in library keeping in mind the proposed studio in the library building. The former Dean of Arts further said that ¼ of the library space should be allotted for reference section.

The meeting came to a close with vote of Thanks by Mr. S. Khaleel Ahamed, Deputy IQAC Coordinator.