



AIMAN College of Arts & Science for Women

(Sponsored by : AIMAAN Education & Welfare Society)

(Affiliated to Bharathidasan University)

(Recognized by UGC under section 2(f) & 12 (B))

(ISO 9001:2015 Certified Institution)

K. Sathanur, Tiruchirappalli - 620 021.

Email : principal@aimancollege.edu.in

Website : www.aimancollege.edu.in

Ph : +91 73395 48002, 73050 37889, 73050 37891

Ref: IQAC/2024-2025/EVE/001

Date: 25.01.2025

INTERNAL QUALITY ASSURANCE CELL(IQAC)

CIRCULAR

Dear Staff Members,

Faculty members are requested to prepare relevant document for the review of MoU and AQAR data template during the staff meeting on 27.01.2025 at 2. 00PM. Your participation is crucial for quality enhancement

IQAC Coordinator

IQAC COORDINATOR

**AIMAN COLLEGE OF ARTS &
SCIENCE FOR WOMEN
TIRUCHIRAPPALLI-620 021.**

Principal

PRINCIPAL

**AIMAN COLLEGE OF ARTS AND
SCIENCE FOR WOMEN
TIRUCHIRAPPALLI - 620021**



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE MEETING

Venue: IQAC Room

Date: 27.01.2025

Time: 2-3 pm

AGENDA

1. Opening remarks by the Chairperson.
2. Criteria-wise discussion for NAAC preparation.
3. Review of active MoUs and their progress.
4. Presentation of AQAR data templates for preview and review.
5. Suggestions from IQAC members for improvement.
6. Any other points with permission of the Chair.

MEMBER PRESENT

1. Dr.M.Munafur Hussaina

2. Mrs.Fahameda Thabaseem

3. Mrs.G.Revathi

4. Mrs.M.Jasmin Uhanitha

5. Dr.S.Kanagasundari

6. Dr.Alam Jahaan

7. Dr.N.Fiverose

8. Ms.K.Nandhini

9. Mrs.B.Farhan

DISCUSSION POINTS & RESOLUTIONS

The criteria-wise discussion covered updates and initiatives under each NAAC criterion: Curricular Aspects (C1) focused on curriculum updates, value-added courses, and feedback mechanisms; Teaching-Learning and Evaluation (C2) reviewed faculty development programs and student performance; Research, Innovation, and Extension (C3) examined the status of



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research, projects, and outreach; Infrastructure and Learning Resources (C4) addressed IT-enabled classrooms, library upgrades, and new facilities; Student Support and Progression (C5)

highlighted mentorship programs and placement activities; Governance, Leadership, and Management (C6) focused on institutional policies and quality improvements; and Institutional Values and Best Practices (C7) emphasized eco-friendly and social responsibility initiatives.

Resolution: All HoDs to submit reports for their respective criteria by 06.02.2024.

2. MoU (Active)

- Reviewed the status of all active MoUs with academic institutions and industry partners.
- Identified opportunities for further collaboration under current MoUs.
- Proposed follow-ups with inactive MoU partners to renew or explore new initiatives.

Resolution: A quarterly review mechanism for all MoUs to be implemented by the IQAC.

3. AQAR Data Template Preview

- A detailed preview of the AQAR data templates was presented.
- Suggestions were invited from members for corrections or additions.
- Decided on the timeline for finalizing and uploading the AQAR.

Resolution: Final templates to be approved and submitted by 10.02.2025.

Next Meeting Date: 07.02.2025

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Ref: IQAC/2024-2025/ EVE/003

Date : 01.02.2025

INTERNAL QUALITY ASSURANCE CELL(IQAC)

CIRCULAR

Dear Staff Members,

In continuation of the previous circular (IQAC/2024-2025/ EVE/002), the Internal Quality Assurance Cell (IQAC) is planning a review meeting on 03.02.2025 to 07.02.2025, at 2.00 pm at IQAC Room. The Criteria wise Coordinators are requested to attend the meeting. The agenda of the meeting is presented below;

Agenda

1. AQAR-AY (2023-2024) Proof Document.
2. AQAR-AY (2023-2024) data & Proof Document

Department – Level AQAR Coordinators

S. No.	Criteria	Name	Signature
1.	Criteria 1	Ms.S.Nafeesa Begam	S. Nafeesa Begam
2.	Criteria 2	Mrs.M.Shajitha Banu	M. Shajitha Banu
3.	Criteria 3	Mrs. Meharaj Banu	M. Meharaj Banu
4.	Criteria 4	Dr.S.Kanagasundari	S. Kanagasundari
5.	Criteria 5	Ms.N.Shameem Banu	N. Shameem Banu
6.	Criteria 6	Ms.S.Aswini	S. Aswini
7.	Criteria 7	Dr.N.Fiverose	N. Fiverose


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Minutes of Internal Quality Assurance Cell Meeting held on 03.02.2025 to 07.02.2025

The IQAC coordinator welcomed all members to the meeting. The following points were discussed:

1. **Annual Quality Assurance Report (AQAR) for AY 2024-2025**
 - o The report needs to be prepared.
 - o Institutional-level coordinators have updated the final corrections.
2. **Committee Planning and Composition**
 - o The tentative plan for various committees and their composition needs to be revised.
3. **Quality Objectives**
 - o Quality objectives have been framed under the Internal Quality Assurance Cell (IQAC).
4. **Criteria-wise Review Meetings**
 - o Criteria-wise coordinators will conduct review meetings every 15 days to discuss data proof documentation.
5. **Excel Sheet for Metrics and Responsibilities**
 - o An Excel sheet will be prepared to include all 80 metrics with descriptions, assigning responsibilities based on criteria.
6. **Meeting for Club Coordinators**
 - o A meeting will be conducted to discuss documentation requirements for the NAAC portal.
7. **AQAR Data Review and Submission**
 - o The AQAR (2024-2025) data is ready for uploading to the NAAC portal.
 - o The IQAC coordinator has suggested that all department heads review the finalized data proof documents.

These discussions were noted for further action and implementation.


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07/2/25

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Attendance sheet for the meeting held on 03.02.2025

S. No.	Name	Signature
1.	Dr.S.Kanagasundari	<i>S. Kanand</i>
2.	Ms.Nafeesa Begum	<i>N. Nafeesa Begum</i>
3.	Ms.G.Kaleeshwari	<i>G. Kaleeshwari</i>
4.	Dr.R. Vasumathi	<i>R. Vasumathi</i>
5.	Ms.Shajidha Banu	<i>Shajidha Banu</i>
6.	Ms.Shameerunisha	<i>Shameerunisha</i>
7.	Ms.A.Thasneem Zeenath	<i>A. Thasneem Zeenath</i>
8.	Dr.Meharaj Begum	<i>Meharaj Begum</i>
9.	Ms.R.Mobeen	<i>R. Mobeen</i>
10.	Ms.A.Abinaya	<i>A. Abinaya</i>
11.	Ms.S.Indhumathi	<i>S. Indhumathi</i>
12.	Dr. Vaithegi	<i>Vaithegi</i>
13.	Ms.A.Rabiyathul Basiriya	<i>A. Rabiyathul Basiriya</i>
14.	Ms.Jesra Sabreen	<i>Jesra Sabreen</i>
15.	Ms.Shameen Banu	<i>Shameen Banu</i>
16.	Ms.Shanthi	<i>Shanthi</i>

S. Kanand
IQAC Coordinator

IQAC COORDINATOR
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Ref: IQAC/2024-2025/EVE/007

Date: 24.02.2025

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Dear Staff Member,

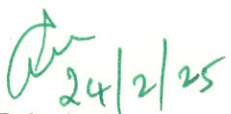
This is to inform you that the next All Club Members meeting will be held on February 25, 2025, at 2:00 PM in the IQAC Room. The purpose of the meeting is to discuss upcoming activities, outreach programs, events, and plans for the semester.

Copy to:

All Club In charges.


IQAC Coordinator

**IQAC COORDINATOR
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Minutes of the IQAC Meeting

Date : 25th February 2025

Time : 2.00 p.m.

Venue : IQAC Room, AIMAAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN, Trichy.

A list of the members who attended the meeting of the All Club Members and those who sought leave of absence is appended.

The IQAC coordinator mam welcomed the members to the meeting of the All Club Members of the IQAC and instructed the member secretary to proceed with the agenda.

AGENDA:

- Brief introduction to the agenda and objectives of the meeting.
- Discussion on the success and feedback of previous events and activities.
- Planning future events and programs.
- Assigning roles and responsibilities for each activity.
- Exploring potential collaborations with other clubs or external organizations.
- Budget planning for upcoming events and discussing fundraising strategies.
- Developing recruitment strategies and ways to engage current members in activities.
- Open floor for suggestions, queries, or concerns.

DISCUSSION AND RESOLUTIONS:

- The IQAC Coordinator opened the meeting by reviewing the main agenda items and emphasizing the objectives, including planning upcoming events, addressing member engagement, and discussing future collaborations.
- Members were encouraged to participate actively and share their input on various topics throughout the meeting.
- Positive feedback highlighted the organization and atmosphere, though some members suggested improvements in scheduling and event timing.
- The feedback survey results were shared, indicating areas for improvement, particularly in communication and outreach.



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- The group brainstormed ideas for upcoming events, such as a community service project, a holiday party, and an annual fundraiser. Various themes and locations were discussed to ensure maximum participation.
- The importance of aligning events with the club's mission and promoting inclusivity was emphasized.
- Members discussed the need to clearly define roles and responsibilities to ensure the smooth execution of future events. Suggestions included designating event coordinators, marketing teams, and volunteer coordinators.
- Recruitment efforts focused on attracting new members and retaining current ones. Ideas included offering incentives for referrals, hosting engaging social events, and enhancing communication through regular updates.
- Members were invited to raise additional suggestions or concerns. Several suggested more frequent check-ins between meetings to keep everyone aligned and tasks on track.
- A concern was raised about past communication inefficiencies, and a suggestion was made to streamline communication channels.

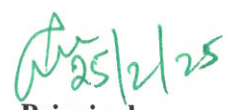
RESOLUTIONS:

Final templates to be approved and submitted by march last week

Minutes Prepared by: Dr. S. Kanagasundari, Librarian and Head of LIS IQAC Coordinator.


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Members Present

S.No	Name of the Staff Member	Club	Signature
1	Mrs.Y.Ferunisha Mrs.Sabitha Begum	NSS	
2	Mrs.Kaleeshwari	YRC	
3	Dr.Vidhya	RRC	
4	Dr.T.Priya & Mrs.Lena Vino	YOGA Club	
5	Mrs.Juwahar Nisha, Mrs.Jannathul Firthous	EXNORA	
6	Ms.Jumma & Mrs.Grace Sofia	BOOK Club	
7	Mrs.Meena Mahadevan	HAPPINESS Club	
8	Dr.Sowmiya	BHOOMI Club	
9	Dr.Sumathy	LEO Club	
10	Mrs.Varshika	CCC	
11	Mrs.Grace Sofia	GCC	
12	Mrs.Shajitha Banu	MGNCRE	
13	Mrs.Farhan	UBA	
14	Ms.Indhumathi	ECO	
15	Dr.N.Fiverose	ELC	
16	Ms.Shamsun Nafeela	FSSAI	
17	Ms.Zulaikha Beevi	PSHYCHOLOGY cognitive nexus forum	

IQAC Coordinator

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PHOTOS



Discussion on upcoming activities, outreach programs, and events during the All Club Members


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Ref: IQAC/2025-2026/EVEN/005

Date: 07.03.2025

INTERNAL QUALITY ASSURANCE CELL(IQAC)

CIRCULAR

Dear Staff Members,

All club coordinators are informed that a meeting with the Principal is scheduled to be held on 08.03.2025 in the Principal's cabin. The presence of all coordinators is mandatory to discuss important club-related matters.

IQAC Coordinator

**IQAC COORDINATOR
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Date:08.03.25

Venue: Principal Room

Minutes of the Club Meeting

The all-club meeting was held in the Principal's cabin on March 8, 2025, starting at 1.00 PM.

The purpose of the meeting was to discuss club activities, upcoming events, and address any issues or suggestions from the club members.

Agenda

1. Overview of each club's current activities.
2. Discussion on upcoming events and collaboration between clubs.
3. Addressing concerns and suggestions from club members.
4. Planning for future club initiatives and projects.

Discussion and Resolution

1. Outreach Program – Overview:

The outreach program is aimed at briefly describing the purpose of the outreach. The program will take place as scheduled with specified date and time.

2. Roles of Clubs:

Clubs are responsible for specific tasks or activities like coordination, transportation, fundraising, etc. Members in charge of specific tasks such as organizing supplies, volunteers, etc., will handle communication, documentation, and other responsibilities.

3. Timeline and Planning:

The outreach program is scheduled. A timeline for each task has been set, with deadlines for preparation leading up to the program. A final meeting will be held on 08.03.25 to finalize details and ensure all aspects are in place.

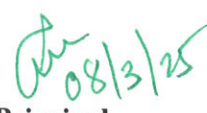
Resolutions

The meeting was productive, with clear resolutions made to guide the club's future activities. All members are committed to fulfilling their roles and responsibilities to ensure the smooth execution of the planned events.


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List of Clubs Staff Members

S.No	Name of the Staff member	Club	Signature
1	Mrs. Ferunisha & Mrs. Shabitha Begum	NSS	<i>E. S. B.</i>
2	Mrs. Kaleeshwari	YRC	<i>C. K.</i>
3	Dr. Vidhya	RRC	<i>V. D.</i>
4	Dr. Priya & Mrs. Lena Vino	Yoga	<i>T. P. V.</i>
5	Mrs. Juwahar Nisha & Mrs. Jannathul Firthous	EXNORA	<i>J. N.</i>
6	Ms. Jumana & Mrs. Grace Sofia	Book Club	<i>M. J.</i>
7	Mrs. Meena Mahadevan	Happiness Club	<i>M. M.</i>
8	Dr. Sowmiya	BHOOMI Club	<i>S. S.</i>
9	Dr. Sumathy	LEO	<i>S. S.</i>
10	Mrs. Varshika	CCC	<i>M. V.</i>
11	Mrs. Grace Sofia	GCC	<i>M. G. S.</i>
12	Mrs. Shajidha Banu	MGNRE	<i>S. B.</i>
13	Mrs. Farhan	UBA	<i>F. A.</i>
14	Ms. Indhumathi	ECO	<i>I. D.</i>
15	Dr. N. Fiverose	ELC	<i>N. F.</i>
16	Ms. Shamsun Nafeela	FASSAI	<i>S. N.</i>
17	Ms. Zulaikha Beevi	Psychology Club	<i>Z. B.</i>

[Signature]
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Discussion between the Principal and Club Coordinators regarding planning and coordination of club activities

IQAC Coordinator

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K. Sathanur, Tiruchirappalli - 620 021.

Ref: IQAC/2024-2025/EVE/006

Date: 28.03.2025

INTERNAL QUALITY ASSURANCE CELL(IQAC)

CIRCULAR

Dear Staff Members,

A meeting for all Criteria Heads regarding AQAR in IQAC is scheduled on 04th April 2025 at 10:30 AM. Kindly ensure your presence.

IQAC Coordinator

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K. Sathanur, Tiruchirappalli - 620 021.

Date: 04.04.25

Venue: IQAC Room

Minutes of the IQAC Meeting

The meeting for all Criteria Heads regarding AQAR in IQAC commenced at 10:30 AM as scheduled. All the Criteria Heads actively participated in the session and presented updates on their completed works pertaining to their respective areas.

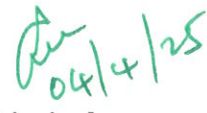
The discussions were comprehensive and productive, enabling the attendees to gain a clear understanding of the progress made so far.

During the meeting, the Criteria Heads brought forward several queries and concerns related to QLM (Qualitative Learning Metrics) and QNM (Quantitative Numerical Metrics). These queries were addressed through interactive discussions with the IQAC coordinators and other coordinators. The coordinators provided clarifications, ensuring a better understanding and resolution of the doubts raised.

The meeting concluded on a constructive note, with all participants being well informed and motivated to continue their efforts towards the successful completion of their tasks in alignment with AQAR goals.


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Attendance Sheet

S.No	Name of the Staff Members	Signature
1	Ms.Nafeesa Begum	
2	Mrs.Shajidha Banu	
3	Dr.A.Meharaj Begum	
4	Dr.R.Vaithegi	
5	Mrs.Shameem Banu	
6	Dr.Alam Jahaan	
7	Dr.N.Fiverose	

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Discussion session on AQAR documentation with all Criteria Heads

S. Kannan

IQAC Coordinator

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04/4/25

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Ref: IQAC/2025-2026/EVEN/007

Date: 18.04.2025

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Dear Criteria Heads,

As part of our preparation for the AQAR 2024-25 submissions to NAAC, the Internal Quality Assurance Cell (IQAC) is organizing two critical review meetings to ensure comprehensive and timely documentation across all seven criteria.

Meeting Schedule:

First Meeting: Monday, April 21, 2025

Time: 10:00 AM

Venue: IQAC Conference Room

Agenda:

1. Review of data collection progress for each criterion.
2. Identification and resolution of documentation gaps.
3. Alignment with the latest NAAC AQAR guidelines and templates.
4. Finalization of timelines for data submission and report compilation.

The second meeting through online mode was held with the General Secretary on April 24, 2025. It was attended by the Principal, Directors, Vice-Principal, IQAC Coordinator, and support staff.

Agenda:

- Progress review of criterion-wise data collection
- Identification of documentation gaps and strategizing solutions
- Streamlining the admissions workflow
- Finalizing timelines for data submission and report compilation

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Minutes of Meeting – IQAC

21.04.2025

The Internal Quality Assurance Cell (IQAC) is convening a meeting on 21.04.2025 at 1.30 PM in the IQAC room to discuss AQAR templates, ensuring clarity and alignment in documentation and reporting. The meeting will be attended by the Principal, Vice-Principal, Directors, all criterion heads and department heads. The discussion will focus on standardizing documentation practices, addressing key challenges and implementing effective strategies to enhance compliance and quality improvement. Department heads will receive guidance from criteria heads on AQAR and SSR requirements to ensure structured reporting. Attendees are expected to review relevant templates beforehand to facilitate a productive and insightful discussion.

24.04.2025

The Internal Quality Assurance Cell (IQAC) conducted an online meeting on 24.04.2025 at 11.30 AM, led by General Secretary Janab.Mr..M.Y.Habibullah, with the Principal Dr. Munafur Hussaina, Directors Ms. Fahameda Thabaseem, Vice Principal Ms. Jasmine Uhanitha and the IQAC team in attendance. The discussion focused on the admission process, AQAR templates and SSR documentation. The admission workflow was reviewed, emphasizing transparency and efficiency, and strategies for streamlining student enrolment were proposed. The AQAR template structuring sheet was examined, ensuring proper documentation with supporting evidence and guidelines for SSR submission were clarified. Janab.Mr..M.Y.Habibullah provided strategic ideas for maintaining AQAR templates efficiently, recommending periodic reviews and structured documentation for quality submissions. At 12.30 PM, the IQAC team gathered for a follow-up discussion to review the points raised during the meeting and determine the necessary actions. A follow-up review will be scheduled to assess the updated AQAR templates before submission. The meeting provided valuable insights for institutional processes, reinforcing efficiency in documentation and quality assurance.

IQAC Coordinator

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Attendance Sheet

Day-1 21.04.2025

S.No	Name of the Staff Members	Signature
1	Ms.Nafeesa Begum	
2	Mrs.Shajidha Banu	
3	Dr.A.Meharaj Begum	
4	Dr.R.Vaithegi	
5	Mrs.Shameem Banu	
6	Dr.Alam Jahaan	
7	Dr.N.Fiverose	

Attendance Sheet

Day-2 24.04.2025

S.No	Name of the Staff Members	Signature
1	Dr.M.Munafur Hussaina	x
2	Mrs.Fahameda Thabaseem	
3	Mrs.Jasmine Uhanitha	
4	Dr.S.Kanagasundari	
5	Dr.Alam Jahaan	
6	Ms.M.Kadhar Beevi	
7	Mrs.Aneez Fathima	

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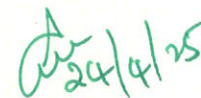
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Discussion session on AQAR 2024-25 documentation covering all seven criteria.



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Ref: IQAC/2024-2025/EVE/010

Date: 03.05.2025

Internal Quality Assurance Cell (IQAC)

CIRCULAR

Dear Staff Members,

Subject: Outcomes of IQAC Meeting held on 06-07 May 2025

This is to inform all that the IQAC convened on 06th and 07th May 2025. Major discussions included the revision of the institutional leave policy and the review of progress under the 7 NAAC Criteria. All criterion heads are instructed to update their documentation by 20 May 2025.

The revised leave policy will be circulated after final Principal review.

For any queries, contact the IQAC Coordinator.

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IQAC Minutes of the Meeting

Agenda

- Review institutional policies and processes
- Present updates on SSR (2024–2025) and AQAR (2023–2024)
- Presentation by all 7 criteria teams

Key Points Discussed

1. All 7 criteria coordinators presented PowerPoint updates on current practices, policy revisions and documentation.
2. Policies related to curriculum, teaching-learning, research, infrastructure, student support, governance and institutional values were reviewed.
3. SSR 2024–2025 compilation is in progress; evidence collection and documentation were emphasized.
4. AQAR 2023–2024 final draft is under review pending department feedback.

Action Points

- Finalize AQAR before the month of June.
- All teams to maintain process records and SOPs.

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Gr. Sign

S.No	Name of the Staff Members	Signature
1	Dr.M.Munafur Hussaina	x
2	Mrs.Fahameda Thabaseem	<i>Fahameda Thabaseem</i>
3	Dr.S.Kanagasundari	<i>S. Kanagasundari</i>
4	Dr.Alam Jahaan	<i>Alam Jahaan</i>
5	Mrs.Jasmine Uhanitha	<i>Jasmine Uhanitha</i>
6	Mrs.B.Farhan	<i>B. Farhan</i>
7	Ms.Nafeesa Begum	<i>Nafeesa Begum</i>
8	Mrs.Shajidha Banu	<i>Shajidha Banu</i>
9	Dr.A.Meharaj Begum	<i>A. Meharaj Begum</i>
10	Dr.R.Vaithegi	<i>R. Vaithegi</i>
11	Mrs.Shameem Banu	<i>Shameem Banu</i>
12	Dr.N.Fiverose	<i>N. Fiverose</i>
13	Mrs.M.Kadhar Beevi	<i>M. Kadhar Beevi</i>
14	Mrs.Aneez Fathima	<i>Aneez Fathima</i>

S. Kanagasundari
IQAC Coordinator

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The General Secretary participated in the IQAC meeting to discuss updates to the leave policy and the status of NAAC criteria documentation.

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Dr. 20/5/25

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