



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Sponsored by AIMAN EDUCATION AND WELFARE SOCIETY)

Accredited with "A" Grade by NAAC (First Cycle)

Affiliated to Bharathidasan University

Recognized by UGC under section 2(f) & 12 (B) | ISO 9001:2015 Certified Institution

K. Sathanur, Tiruchirappalli - 620 021.

Ref: IQAC/2025-2026/ODD/002

Date: 18.06.2025

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Dear Staff Members,

Subject: IQAC Meeting held on 19.06.2025

All members of the Internal Quality Assurance Cell (IQAC) are hereby informed that IQAC Meeting-I will be held as per the following schedule:

- **Date:** 19th June 2025
- **Time:** 2:00 PM
- **Venue:** IQAC Room

The presence of all IQAC members is solicited for this important meeting.

AGENDA

1. To confirm the minutes of the last IQAC meeting held on 07.05.2025
2. Presentation on activities conducted during the semester
3. Report on academic planning and implementation
4. Discussion on AAA surveillance audit
5. Discussion on AQAR and NAAC-Cycle 2 Self Study Report


IQAC Coordinator

AIMAN COLLEGE OF ARTS &
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TIRUCHIRAPPALLI-620 021.


Principal

PRINCIPAL
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IQAC – Meeting of Minutes

The IQAC meeting was conducted regarding the AQAR and SSR formats. The AQAR template was reviewed by the IQAC members. Members were assigned specific criteria-related responsibilities, including file verification and template monitoring.

Below are the details of the criteria-wise allocation:

- **Criteria 1:** Mrs. Jasmine Uharitha and Dr. Alam Jahaan
- **Criteria 2:** Dr. Fiverose and Mrs. Hussain Banu
- **Criteria 3:** Dr. Vaithegi and Mrs. Fahameda Thabaseem
- **Criteria 4:** Dr. S. Kanagasundari and Ms. Sabitha Begum
- **Criteria 5:** Ms. Namdhini, Mrs. Thasneem Zeenath, Ms. Nasreen Banu
- **Criteria 6:** Dr. Sathya and Dr. Sumathy
- **Criteria 7:** Ms. Faham, Ms. Meena Mahadevan and Ms. Zulaikha Beevi

The criteria checking process will be carried out from 23rd June to 5th July 2025 from 2.00 PM to 3.00 PM.

Presentation on Activities Conducted During the Semester

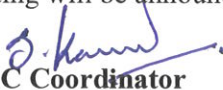
The coordinator presented a detailed summary of activities organized during the semester. Members acknowledged the efforts and suggested outcome-based documentation for all events.

Report on Academic Planning and Implementation

Academic coordinators shared the progress of academic activities as per the academic calendar. Suggestions were made to integrate more innovative teaching methodologies and student engagement practices. Discussion on AAA Surveillance Audit Members discussed the preparations for the upcoming Academic and Administrative Audit (AAA). Departments were instructed to prepare and update relevant records. A mock review will be conducted prior to the final audit.

Conclusion

The meeting concluded with a vote of thanks to all members. The date for the next IQAC meeting will be announced soon.


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Attendance Sheet

S.No	Name of the Staff Members	Signature
1	Dr.S.Kanagasundari	<i>S. Kanu</i>
2	Mrs.Jasmine Uhanitha	<i>Jasmine</i>
3	Mrs.Meena Mahadevan	<i>Meena</i>
4	Ms.Nandhini	<i>Nandhini</i>
5	Ms.Nasreen Banu	<i>S. Nasreen Banu</i>
6	Mrs.Sabitha Begum	<i>A. Sabitha Begum</i>
7	Dr.Sumathy	<i>Dr. Sumathy</i>
8	Mrs.Husaaaina Banu	<i>Husaaaina Banu</i>
9	Dr.Vaithegi	<i>Dr. Vaithegi</i>

S. Kanu
IQAC Coordinator

IQAC COORDINATOR
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Dr. Vaithegi
Principal

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Ref: IQAC/2025-2026/ODD/003

Date: 07.07.2025

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Dear Staff Members,

Subject: Club Meeting Notification

This is to inform all concerned that the Club Meeting was held on 07.07.2025 at 2.00 p.m. in the IQAC Room. All club coordinators attended the meeting.

IQAC Coordinator

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IQAC – Club Meeting Minutes

Date: 07.07.2025

Time: 2.00 p.m.

Venue: IQAC Room

Meeting Objectives:

- To enhance collaboration among various student clubs.
- To strategize future programmes with a focus on community outreach.
- To coordinate inter-club activities to maximize impact.
- To plan upcoming NSS outreach initiatives.

1. Opening Remarks

The meeting commenced with a welcome address by Dr. S. Kanagasundari, highlighting the importance of unified efforts in community service and student development.

2. Review of Past Outreach Activities

A brief overview of previous club initiatives was presented. The activities included outreach programmes, cleanliness drives, blood donation camps, awareness campaigns, and other service-oriented events conducted by various clubs.

3. Inter-Club Collaboration Strategies

The members discussed organizing joint events, sharing resources, and preparing a synchronized activity calendar to avoid scheduling conflicts. A proposal was made to form an Inter-Club Coordination Committee to ensure smooth execution of collaborative programmes.

4. Future Programme Planning

Brainstorming sessions were conducted for upcoming events such as health camps, environmental awareness drives, educational workshops, and community engagement activities.

5. NSS Outreach Initiatives

Detailed planning was done for NSS-specific programmes, including volunteer recruitment and training sessions. It was also decided to integrate NSS activities with other club events to ensure broader student participation.



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Conclusion

It was resolved to develop a unified event calendar accessible to all clubs. A joint orientation programme for new volunteers will be organized. All members agreed to coordinate effectively, share ideas, and conduct regular meetings to make events more successful and meaningful for students and the community.

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S.No	Name of the Staff Members	Name of the Club	Signature
1	Ms. Bowziyz and Ms. Sahanaz	CCC	<i>[Signature]</i>
2	Dr. Sumathy and Ms. Prasana Devi	LEO	<i>[Signature]</i>
3	Ms. Ferunisha and Ms. Sabitha Begum	NSS	<i>[Signature]</i>
4	Ms. Nafeesa Begum and Ms. Abhinaya	RRC	<i>[Signature]</i>
5	Dr. Sowmiya and Ms. Sabaira Parvin	Bhumi	<i>[Signature]</i>
6	Ms. Juwahar Nisha and Ms. Jannathul Firhous	EXNORA	<i>[Signature]</i>
7	Mrs. Mobeen and Ms. Kaleeswari	YRC	<i>[Signature]</i>
8	Dr. Meharaj Begum	Energy Conservation Club	<i>[Signature]</i>
9	Ms. Jesra Safrin and Ms. Jermina Rose	GCC	<i>[Signature]</i>
10	Ms. Monica	YOGA	<i>[Signature]</i>
11	Dr. T. Priya	Sports and Fitness	<i>[Signature]</i>
12	Ms. Indhumathi and Ms. Jayagayathiri	ECO	<i>[Signature]</i>
13	Ms. Ranjani and Ms. Swetha	FSSAI	<i>[Signature]</i>
14	Dr. Vaithegi and Mrs. Rajeswari	ADC	<i>[Signature]</i>
15	Dr. Fiverose and Mrs. Raliya Begum	ELC	<i>[Signature]</i>
16	Ms. Shajidha Banu	MGNCRE	<i>[Signature]</i>
17	Dr. Aalam Jahaan, Ms. Ranjini and Ms. Aneez Fathima	E-Content Development Club	<i>[Signature]</i>
18	Ms. Zulaikha and Mrs. Imrana	Psychology Cognitive Nexus Forum	<i>[Signature]</i>
19	Dr. Kanagasundari and Ms. Sivaranjini	Library Club	<i>[Signature]</i>
20	Ms. Suhaina and Ms. Priyadharshini	ECO Friendly Fashion Club	<i>[Signature]</i>
21	Ms. Meena Mahadevan and Ms. Thasneem Zeenath	Happiness Club & Women's Cell	<i>[Signature]</i>
22	Dr. S. Kanagasundari, Ms. Farhan and Mrs. Rabiyaathul Basiriya	Kapila NISP	<i>[Signature]</i>
23	Ms. Syeda Rabiya, Mrs. Surya	Died Counselling Cell	<i>[Signature]</i>
24	Dr. K. Sumathy and Dr. Alam Jahaan (Conveners), Ms. C. Priya (Nodal Officer)	ICC	<i>[Signature]</i>
25	Ms. Pappa and Ms. Nandhini	IECD	<i>[Signature]</i>
26	Ms. Bakiyalakshmi	Anti-Ragging Committee	<i>[Signature]</i>
27	Dr. Vidhya and Dr. A. Rajeswari	Fine Arts	<i>[Signature]</i>
28	Dr. Sathya and Ms. Sajana	SGRC	<i>[Signature]</i>
29	Mrs. Shanthi and Mrs. Sudha	ED	<i>[Signature]</i>
30	Dr. Sathya and Dr. Vaithegi	Manavar Mandram	<i>[Signature]</i>
31	Ms. Jumana and Mrs. Grace Sofia	Book Club	<i>[Signature]</i>

[Handwritten signature]
07/7/25

IQAC COORDINATOR
AIMAN COLLEGE OF ARTS &
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Ref No: IQAC/2025-2026/ODD/004

Date: 31.07.2025

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Dear Staff Members,

All faculty members are hereby informed that the IQAC Meeting will be held as per the details given below:

Date: 02.08.2025 (Saturday)

Time: 10.00 a.m.

Venue: Board Room

Resource Person: Janab M. Y. Habibullah, General Secretary

Agenda:

1. Discussion on Revised Leave Policy for Staff
2. NEP 2020 – Faculty Participation and Benefits
3. Gen Z Characteristics – How to Engage and Empower Students
4. College Branding – Assignment of Responsibilities
 - o English Department Head
 - o AFT Head
 - o B.Com Faculty Members
 - o Mathematics Department
5. IIC Application – Updates and Next Steps
6. Slido Platform Registration – Usage for Feedback and Engagement
7. Any Other Matter with the Permission of the Chair

All concerned members are requested to attend the meeting punctually.

IQAC Coordinator

IQAC COORDINATOR
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Minutes of the Meeting

Date: 02.08.2025

Time: 10.00 a.m. – 11.30 a.m.

Venue: Board Room

Chairperson: Dr. M. Munfur Hussaina, Principal

Resource Person: Janab M.Y. Habibullah, General Secretary

Members Present:

All faculty members, IQAC members, IIC coordinators, and supporting staff were present for the meeting.

Agenda and Discussion Points

1. Revised Leave Policy for Staff

The updated draft of the revised leave policy was circulated and discussed in detail. Suggestions were collected for the inclusion of wellness leave and flexible leave options. The final version will be submitted for approval in the next Governing Body meeting.

2. NEP 2020 – Faculty Participation and Benefits

Faculty members who attended NEP-related workshops shared their insights. The discussion highlighted curriculum flexibility, the Academic Bank of Credits, and student-centered learning as key benefits of NEP 2020.

3. Understanding Gen Z – Engagement Strategies

The key characteristics of Gen Z students were presented, emphasizing that they are tech-savvy, entrepreneurial, and visual learners. The meeting stressed the importance of digital pedagogy, bite-sized content, and value-based engagement. It was decided to plan more training sessions for faculty members.

4. College Branding – Assignment of Responsibilities

Responsibilities were assigned as follows:

- The Head of the English Department will handle content and communication.
- The AFT Head will oversee visual identity and events.



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- o B.Com faculty members will coordinate outreach campaigns and alumni connections.
- o The Mathematics Department will manage data analysis and prepare branding metrics reports.

5. IIC Application – Updates and Next Steps

The application process for the Institution's Innovation Council (IIC) was initiated.

Deadlines were discussed, and coordinators were assigned specific responsibilities to ensure timely submission.

6. Slido Platform Registration

The Slido platform was successfully registered. It will be used for live polls, Q&A sessions, and feedback collection during future events. A training session for staff will be scheduled.

IQAC Coordinator

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Principal

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S.No	Name of the Staff Members	Designation
1	Dr.M.Munafur Hussaina	Chairperson
2	Janab.M.Y.Habibullah	Management Secretary
3	Mrs.Fahameda Thabaseem	Directress
3	Dr.S.Kanagasundari	IQAC Coordinator
4	Dr.Alam Jahaan	Head & IQAC Sub Coordinator
5	Mrs.Jasmine Uhanitha	Voice principal
6	Mrs.B.Farhan	IQAC Sub Coordinator
7	Ms.Meena Mahadevan	HoD, Depat of English
8	Ms.Thasneem Zeenath	HoD, Depat of Commerce
9	Ms.Nandhini	HoD, Depat of AFT
10	Ms.Nasreen Banu	HoD, Depat of Physics
11	Ms.Sabitha Begum	HoD, Depat of Maths
12	Dr.N.Fiverose	HoD, Depat of BBA
13	Mrs.M.Kadhar Beevi	IQAC Supporting staff
14	Mrs.Aneez Fathima	IQAC Supporting staff


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Tiruchirappalli, Tamil Nadu, India

88, Nehru Nagar, Kavi Bharathi Nagar, K Sathanur, Tiruchirappalli,
Tamil Nadu 620021, India
Lat 10.74845° Long 78.686163°
02 Aug, 2025 GMT +05:30



Tiruchirappalli, Tamil Nadu, India

88, Nehru Nagar, Kavi Bharathi Nagar, K Sathanur, Tiruchirappalli,
Tamil Nadu 620021, India
Lat 10.748536° Long 78.686228°
02 Aug, 2025 GMT +05:30

S. Kannan
IQAC Coordinator

IQAC COORDINATOR
AIMAN COLLEGE OF ARTS &
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At 02/8/25
Principal

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Ref: IQAC/EVEN/2025-2026/02

Date: 27.11.2025

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Dear all,

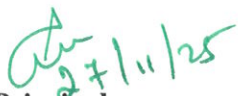
All the **Heads of the Departments, Club Coordinators, and Faculty Members** are hereby informed that the **IQAC meeting held on 27.11.2025** resolved the following:

1. All clubs must fix the date and place for their outreach programmes and conduct the same as scheduled.
2. The organizing club members must submit the programme report within two (2) days after completion to the IQAC.
3. The Research and Development Cell shall finalize the programme schedule and distribute it to all departments.
4. The respective departments shall organize the programmes and submit the reports within two (2) days to the IQAC.
5. All reports must include attendance, photographs, geo-tagged photos (if applicable), and outcome details.

Strict compliance is required for NAAC documentation and quality assurance.


IQAC Coordinator

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Minutes of meeting

Date: 27.11.2025

Time: 12.30 PM

Venue: IQAC Room

Chairperson: Dr.S.Kanagasundari and Dr.Alam Jahaan

Members Present: IQAC Members and Coordinators

Agenda:

1. Criteria-wise discussion
2. Club-wise programme analysis
3. Fixing of outreach programme dates
4. Research and Development Cell programmes
5. Submission of reports to IQAC

Proceedings of the Meeting

The IQAC meeting was held on **27.11.2025 at 11.00 AM in the IQAC Room**. The meeting commenced with the permission of the Chair.

1. Criteria-wise Discussion:

The IQAC members discussed all NAAC Criteria in detail and reviewed the progress under each criterion. The coordinators were instructed to ensure proper documentation for all activities.

2. Club-wise Programme Analysis and Planning:

All the club coordinators presented the analysis of their activities. It was resolved that each club shall fix the programme date, place, and nature of activity in advance.

3. Outreach Programmes by Clubs:

The club members organizing the outreach programmes were instructed to conduct the programmes as per schedule and submit the detailed report with evidence to IQAC within two days after completion.

4. Research and Development Cell Programmes:

The Research and Development Cell was instructed to finalize the list of programmes and distribute the dates to all departments. The concerned departments shall organize the programmes as per the given schedule.



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5. Submission of Reports:

All departments were instructed to submit the programme report along with photographs and attendance within two days to the IQAC for record and documentation.

Resolutions Passed:

- All clubs and departments must strictly follow the two-day report submission rule.
- Proper documentation must be maintained for NAAC and AQAR purposes.
- The IQAC will conduct periodical reviews to monitor compliance.

The meeting ended with a vote of thanks.

IQAC Coordinator

IQAC COORDINATOR

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J. Kammur

IQAC Coordinator

IQAC COORDINATOR

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27/11/25
Principal

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CIRCULAR

IQAC/2025-2026 / EVEN /04

Date: 17.12.2025

Mentor–Mentee Programme: Review of Initial Implementation and Revised Action Plan

AIMAN COLLEGE - Internal Quality Assurance Cell (IQAC)

Date: 22.12.2025

All Faculty Members

Subject: Implementation of Revised Mentor–Mentee Programme Framework

The Internal Quality Assurance Cell (IQAC) has reviewed the initial implementation of the Mentor–Mentee Programme conducted during the current academic year. Based on the review of mentor records and faculty feedback, certain limitations were identified, particularly with regard to time allocation, orientation, and documentation practices.

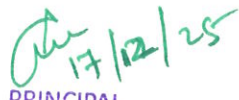
In order to strengthen the effectiveness of the Mentor–Mentee system and to ensure meaningful faculty–student interaction, the IQAC has prepared a **Revised Action Plan** with structured orientation, standardized documentation, and enhanced monitoring mechanisms.

Accordingly:

- Separate orientation programmes will be conducted for faculty mentors and student mentees.
- Mentoring sessions will be conducted regularly on Fridays using the available shortened hours after Deeniyath classes.
- Mentors are instructed to maintain mentor–mentee record books systematically and submit them to the IQAC after each session.

All faculty members and students are requested to extend their full cooperation for the successful implementation of the revised Mentor–Mentee Programme.


IQAC COORDINATOR
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K. Sathanur, Tiruchirappalli - 620 021.

MINUTES OF THE MEETING

IQAC Meeting on Mentor–Mentee Programme Review

Date: 22.12.2025

Time: 2.00 pm

Venue: IQAC Meeting Hall

Members Present:

1. Principal – Chairperson
2. Vice Principal
3. IQAC Coordinator
4. IQAC Members
5. Heads of Departments (as invited)

Agenda:

1. Review of initial Mentor–Mentee sessions
2. Identification of challenges
3. Discussion on revised implementation strategy
4. Approval of action plan

Proceedings:

The meeting commenced with the permission of the Chair. The IQAC Coordinator presented a detailed review of the two Mentor–Mentee sessions conducted, highlighting partial achievement of outcomes due to time constraints, lack of orientation, and inconsistent documentation.

After detailed discussion, the following resolutions were passed:

Resolution 1:

It was resolved to conduct separate orientation programmes for faculty mentors and student mentees to ensure clarity of objectives, procedures, and confidentiality.

Resolution 2:

It was resolved to allocate dedicated mentoring time on Fridays, utilizing shortened hours after Deeniyath classes.



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Resolution 3:

It was resolved to standardize mentor-mentee documentation and ensure submission of completed record books to the IQAC after each session.

Resolution 4:

It was resolved that the IQAC shall monitor the mentoring process, analyze data, and submit consolidated reports to the Principal.

Resolution 5:

It was resolved that mentor performance and mentoring outcomes may be periodically reviewed and recognized.

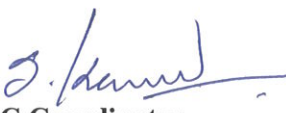
The meeting concluded with a vote of thanks to the Chair.

LIST OF PARTICIPANTS

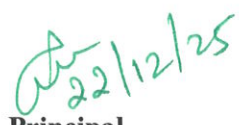
Mentor-Mentee Programme Review Meeting

Faculty Participants:

1. Principal
2. Vice Principal
3. IQAC Coordinator
4. IQAC Members
5. Heads of Departments
6. Faculty Mentors (Department-wise)


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