



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN
(Sponsored by AIMAAN EDUCATION AND 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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NAAC – CRITERION - INTERNAL AUDIT

CIRCULAR

15.05.2024

- There will be NAAC Internal Audit meeting headed by Janab.M.Y.Habibullah, General Secretary & Correspondent, AIMAAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN on the following dates 16.05.2024, 17.05.2024 & 18.05.2024 in LH-1.
- All the Criterion Heads and their members should be present.
- Day 1 : 16.05.2024 - Criteria 4, Criteria 1 and Criteria 7
- Day 2 : 17.05.2024 - Criteria 3, Criteria 6 and Criteria 2
- Day 3 : 18.05.2024 - Criteria 5, Discussion – SWOC, Profile of the College, Executive Summary, Institutional perspective plan (short term and long term), various committees/cell etc.,


IQAC COORDINATOR
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AIMAN COLLEGE OF ARTS &
SCIENCE FOR WOMEN
K.K. NAGAR, TRICHY-620 021.


PRINCIPAL
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AIMAN COLLEGE OF ARTS AND
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TIRUCHIRAPPALLI-620 021.



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MINUTES OF CRITERIAWISE AUDIT MEETING

DATE: 16.05.2024, 17.05.2024 & 18.05.2024

A criteria wise NAAC Internal Audit Meeting presided by the Chairperson Dr B.Vani, Principal was conducted on 16.05.2024. Janab.M.Y.Habibullah, General Secretary, AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN, Dr M.Munafur Hussaina Vice Principal & Mrs B.Fahameda Thabaseem IQAC Coordinator and the members for each criteria were present as per the session.

DAY: 1 DATE:16.05.2024

CRITERION 4 TIME: 10:30 AM to 11:30AM

MEMBERS PRESENT

- 1.Dr.M.Munafur Hussaina - Criteria Head (P.G Department of Computer Science)
- 2.Dr Kanagasundari – Head (Librarian)

DISCUSSION:

- 4.1.1. Infrastructure and other facilities – Need standard alignment for pictures, captions and headings.
- 4.1.2 Percentage of expenditure for infrastructure development – Need alignment in Tables and fonts.
- 4.2.1 Library is automated - Satisfied
- 4.3.1 Institution frequently updates its IT facilities – QIM to be shown with proof.
- 4.3.2 Student – Computer ratio – Satisfied. Updating of entries for new lab setup must be done.
- 4.4.1 Percentage of expenditure incurred on maintenance of physical facilities – Satisfied and year wise alignment in the tabular column should be followed same everywhere.

CRITERION 1 TIME: 11.30AM – 12.30 PM

MEMBERS PRESENT

1. Dr.R.Vasumathi (Assistant professor) P.G Department of Computer Science.
2. Ms.M.Zulaika Beevi (Assistant professor) Department Psychology

DISCUSSION:

- 1.1 Arrange the paper sequence format in the index page based on the QLM report
- 1.2.1 Completed
- 1.3.1 Action taken and recommendation to be updated.
- 1.3.2 Completed
- 1.4.1 Action taken and recommendation to be updated.

CRITERION 7

TIME 12.30 pm to 1:30 pm

MEMBERS PRESENT

- 1. Mrs.Y.Ferunisha - (Department of Arabic)
- 2. Ms. T.Nasreen Banu - (Department of Physics)
- 3. Ms. M. Preethi - (Department of Apparel and Fashion Technology)

DISCUSSION:

- 7.1.1 - Completed
- 7.1.2 - Completed
- 7.1.3 - Action taken and recommendation to be updated.
- 7.1.4, 7.2 & 7.3 - Soft copy to be checked

DAY: 2**DATE:17.05.2024****CRITERION 3**

TIME 11:00 AM to 12.30 PM

MEMBERS PRESENT

- 1. Dr. S. Malathi, Criterion Head, Asst. Professor & Head of Mathematics
- 2. Dr .K. Kalpana, Asst. Professor & Head of Commerce (CA)
- 3. Mrs. Rabiyyath Beebi, Assistant Professor of Computer Science
- 4. Ms. Karpaga Lakshmi, Assistant Professor of English
- 5. Mrs.Sahanaz Assitant Professor of Commerce
- 6. Ms.Indhumathi Assistant Professor FSMD

DISCUSSION

- 3.1.1 & 3.2.1 Grants should be improved from Government and Non-Government Agencies for the upcoming years
- 3.2.2 All the data should be checked for dates and number of students attended
- 3.3.1 Research papers should be published more in the UGC Care Listed Journals in the upcoming Years and the Management will support in all possible ways.
- 3.3.2 Counting of published books and book chapters should be improved in the upcoming years.

- 3.4.1 & 3.4.2 Fund received from UBA of Rs.50,000 to be mentioned in QLM 3.4.1
- 3.4.2 Highlight the major projects like eye camp, blood donation camp etc.
- 3.5.1 Should be completed with more clear scanned copies of relevant documents like MoU.

CRITERION 6

TIME 12.30 am to 1:30 pm

MEMBERS PRESENT

- 1.Mrs B Fahameda Thabaseem - Criteria Head (Department of Computer Applications)
- 2.Mrs M Jasmin Uhanitha – Criteria Head (PG Department of Food Service Management & Dietetics)
- 3.Dr S Umamaheswari- (PG Department of Commerce)
- 4.Ms.Shamsun Nafeela - (PG Department of Food Service Management & Dietetics)
- 5.Ms V Shandhiya - (PG Department of Food Service Management & Dietetics)
- 6.Ms C Nisha Lakshmi - (PG Department of Food Service Management & Dietetics)
7. Mrs.A.Rabiyathul Basiriya (Department of Computer Applications)

DISCUSSION:

- 6.1.1 Short term & long term plans are to be updated.
- 6.2.1 Policies to be verified by our General Secretary & Principal
- 6.2.2 Verified all the four areas of ERP/website in e-governance
- 6.3.1 QLM to be corrected and supporting document to be collected
- 6.3.2 & 6.3.3 Template has to be changed with uniformity for reimbursement & Supporting document to be collected
- 6.4.1 Qlm must be cross checked with Account Section
- 6.5.1 & 6.5.2 Supporting document should be cross checked with IQAC and website

CRITERION 2

TIME: 3.00 pm – 4.00 pm

MEMBERS PRESENT

1. Ms. G. Revathi - Criteria Head (PG Department of Commerce)
2. Mrs. D. Lena Vino (Department of Computer Applications)
3. Dr. K. Sumathy (P.G Department of English)

DISCUSSION:

- 2.3.1 For ICT based supporting document under process must be collected.
- 2.5.1 Grievance data under process must be completed with Action Plan
- 2.6.1 Completed

DAY : 3

DATE:18.4.2024

CRITERION 5

TIME 10:00 am to 11:30 am

MEMBERS PRESENT

- 1.Mrs.C.Priya - Criterion Head (Department of Mathematics)
- 2.Mrs.T.Priya - Criterion Head (Physical Directress)
- 3.Ms.Jasra Sabreen (PG Department of Computer Science)
- 4.Ms.B.R.Backiyalashmi (Department of Mathematics)
- 5.Ms.A.Blessy Rebecca (Department of Psychology)
- 6.Dr.A.Misbahulhuda. (PG Department of Computer Science)

DISCUSSION:

- 5.1.1: Completed
- 5.1.2: Completed
- 5.1.3 Completed
- 5.1.4: Completed
- 5.2.1: Placement percentage of the students must be improved. Index must be updated
- 5.2.2: Index must be updated.
- 5.3.1: Completed
- 5.3.2: Satisfied
- 5.4.1: Index must be updated

RECOMMENDATION

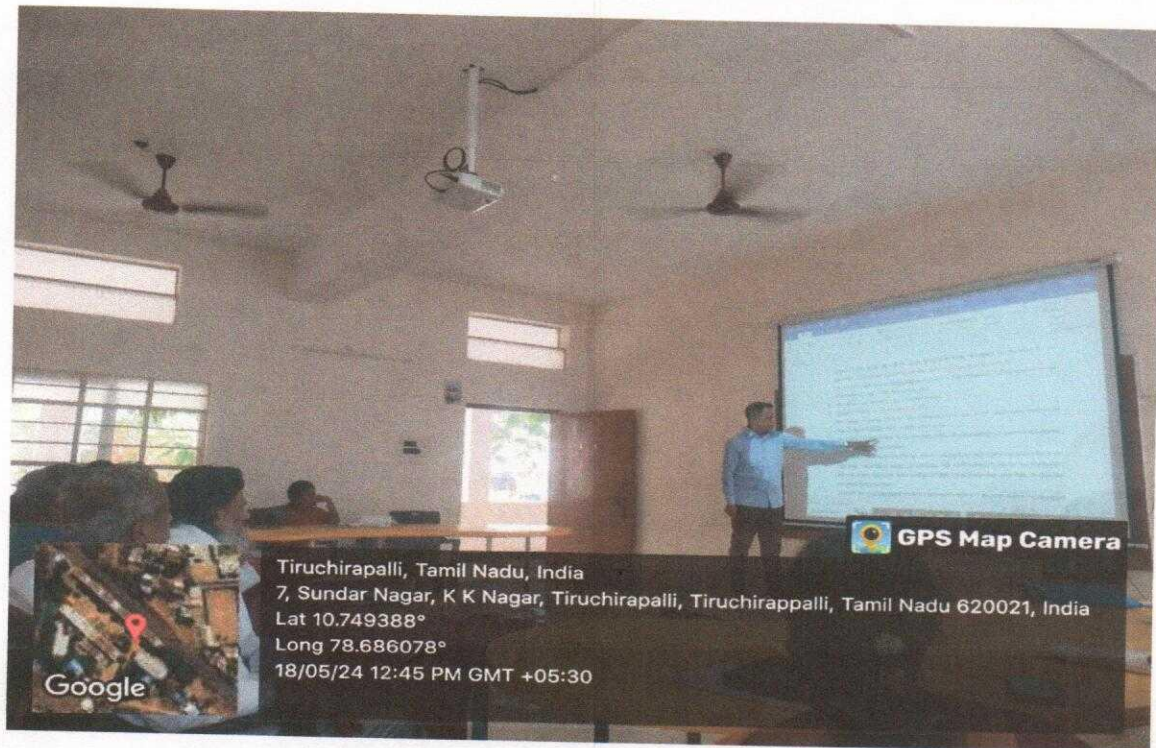
- Standard format should to be followed in the form of text and pictures
- The header template of SSR/website should be redesigned

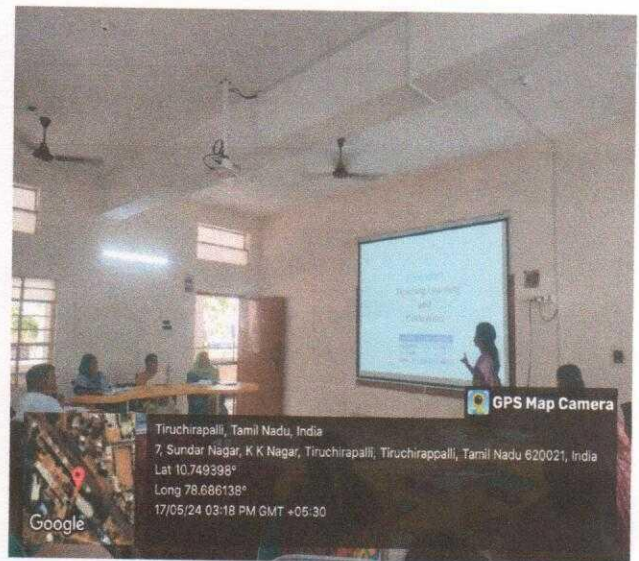
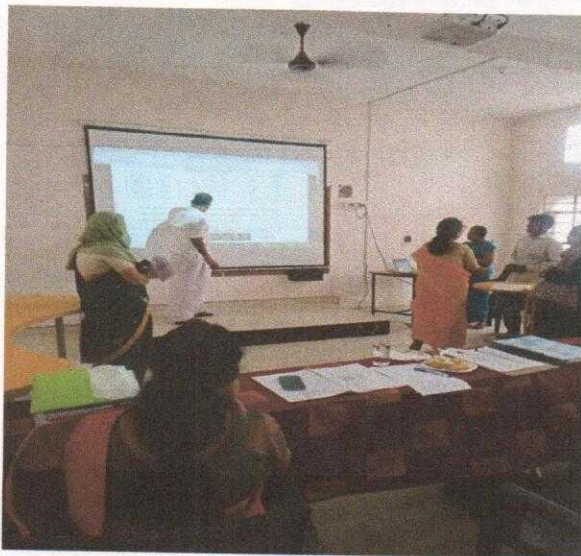
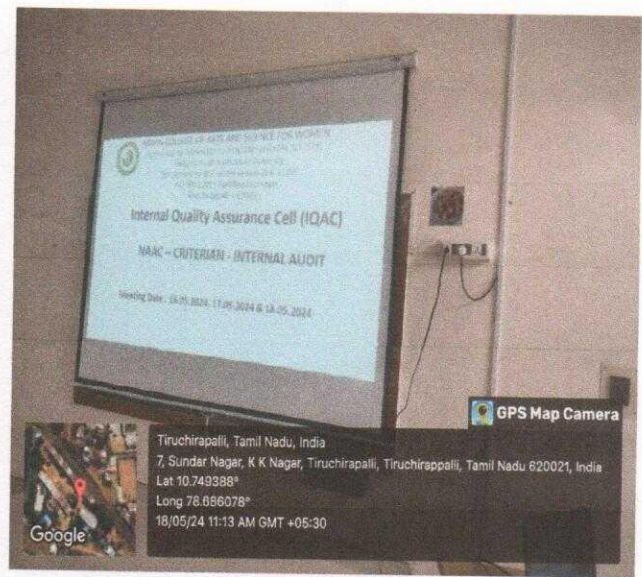
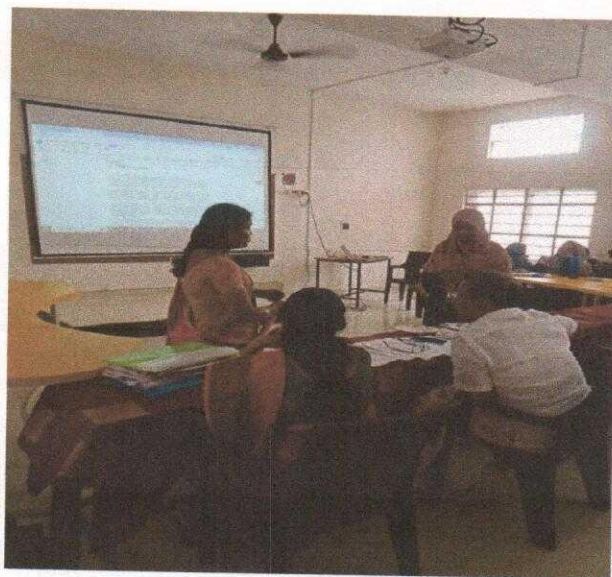
ACTION TAKEN

- Standard format is given for documentation
- Header template is to be designed by ilife website vender


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Members present on 16.05.2024, 17.05.2024 & 18.05.2024 for NAAC Internal Audit -

Janab.M.Y.Habibullah, General Secretary & Correspondent, Management Committee members

Criteria	Name of the Members	Designation	Signature
1	Dr.B.Vani	Principal,Chairperson	B. Vani
2	Kazi.Dr.A.M.M.Kader Bux Hussain	President	Kazi Dr. A.M.M. Kader Bux Hussain
3	Janab.H.Hasan Ahamed	Vice-President	H. Hasan Ahamed
4	Janab.M.Y.Habibullah	Management Representative & General Secretary & Correspondent	Janab.M.Y.Habibullah
5	Janab.A.Abdul Majeed	Treasurer	A. Abdul Majeed
6	Mrs.Subbu Lakshmi	SSR Representative, AP,English	M. Subbu Lakshmi
I	Mrs.A.Pappa	AP, Mathematics	A. Pappa
	Dr.R.Vasumathi	AP, Comp. Science	R. Vasumathi
	Ms.S.Zulaika Beevi .M	AP, Psychology	S. Zulaika Beevi
II	Mrs.G.Revathi	HoD, Commerce	G. Revathi
	Mrs.D.Lena Vino	AP, Comp. Applications	D. Lena Vino
	Dr.K.Sumathy	HoD, English	K. Sumathy
III	Dr.S.Malathi	HoD, Mathematics	S. Malathi
	Dr.K.Kalpana	HoD, Commerce(CA)	K. Kalpana
	Mrs.RabiyathBeebi	AP Comp.Science	R. Rabiyath Beebi
	Ms.Karpaga Lakshmi	AP,English	K. Karpaga Lakshmi
IV	Dr.M.Munafur Hussaina	HoD, Comp. Science	M. Munafur Hussaina
	Dr.Kanagasundari	Head.Librarian	K. Kanagasundari
	Dr.Veithegi	AP, Tamil	V. Veithegi
	Ms.Aprana Devi	AP,AFT	A. Aprana Devi
	Ms.Maheswari	AP,AFT	M. Maheswari
V	Mrs.C.Priya	AP, Mathematics	C. Priya
	Dr.T.Priya	Physical Directress	T. Priya
	Mrs.Abi	AP,Commerce	A. Abi
	Dr.S.Sathya	HOD,Tamil	S. Sathya
	Ms.JasraSabreen	AP,Comp.Science	J. Jasra Sabreen
	Ms.B.R.Backiyalakshmi	AP,Mathematics	B. R. Backiyalakshmi
	Dr.A.Misbahulhuda	AP,Comp.Science	A. Misbahulhuda
	Ms.Blessy Rebecca	AP,Psychology	B. Blessy Rebecca
VI	Mrs.B.FahamedaThabaseem	HoD, Comp. Applications	B. Fahameda Thabaseem
	Mrs.M.Jasmin Uhanitha	HoD,FSMD	M. Jasmin Uhanitha
	Dr.M.Uma Maheshwari	AP, Commerce	M. Uma Maheshwari
	Ms.Sandhiya	AP,FSMD	S. Sandhiya
	Ms.Nisha Lakshmi	AP,FSMD	N. Nisha Lakshmi
	Mrs.Rabiyath Basariya	AP,BCA	R. Rabiyath Basariya
VII	Dr.N.Fiverose	HoD, BBA	N. Fiverose
	Mrs.Y.Ferunisha	AP, Arabic	Y. Ferunisha
	Ms. Nandhini	HoD, AFT	N. Nandhini
	Ms.M.Preethi	AP,AFT	M. Preethi

M.S. Nazeen