

COMPOSITION OF IQAC 2022-23

1. Chairperson: Prof. Zubeda Begum,
Principal
2. Co-ordinators of IQAC: Dr. M.S. Vidya,
H.O.D. Dept. of Kannada
3. Asst Co-ordinators: 1. Dr. Syeda Tabassum S.G.,
H.O.D. Dept. of Commerce
2. Prof. Noor Ayesha,
H.O.D. Dept. of Computer
Science
4. Teachers Representative: 1. Ms. Syeda Umme Habeeba,
Lecturer, Dept. of History
2. Ms. Shaziya Iffath,
Lecturer, Dept. of Commerce
& Mgt
5. Management Representative: Dr. Zahooruddin Ahmed,
Gen. Secretary, CMA
6. Office Superintendent: Ms. Vasanthi R.
7. Student Members: 1. Sarana Fathima \hat{H} BBA
2. Maryam Zehra \hat{H} BBA
8. External Member: Prof. Mohana,
Associate Professor Dept of

IQAC Minutes of Meeting 2022-23

Venue: Library

Date: 30-11-22

Time: 11:30 A.M.

The meeting was held on 30/11/2022 at 11:30 a.m. in the library.

* Agenda of the Meeting :-

1. Formation of Committees for the academic year 2022-23.
2. Appointment of New Staff Secretary and H.O. > Ship of BBA.
3. To organise Kannada Habba program and Graduation Day.
4. Open Elective of 3rd Sem degree students
5. Workshops to be conducted on particular subjects.
6. P.G Admissions.

The following members were present in the meeting :-

1) Prof. Zubeda Begum,
Principal

Zubeda Begum

2) Dr. M.S Vidya,
IQAC co-ordinator.

M.S Vidya

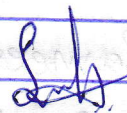
1) Ms. Syeda Tabassum S.G
Asst. IQAC co-ordinator



2) Ms. Noor Ayesha,
Deputy IQAC co-ordinator



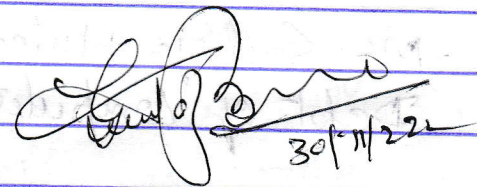
3) Ms. Syeda Umme Habeeba,
H.O.D. History



4) Ms. Shaziya Iffath,
Lecturer, Dept of Commerce
Mgt

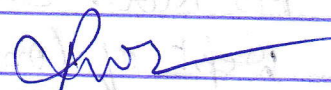


5) Prof. Mumtaz Begum, S.M
H.O.D, Hindi

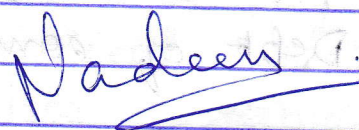


30/11/22

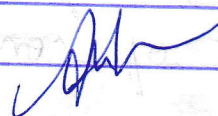
6) Ms. Rumana Tabassum,
H.O.D. Mgt



7) Mr. Nadeem,
Dept of Commerce & Mgt



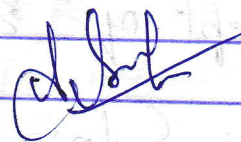
8) Dr. Asma Fathima,
Dept of English

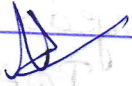





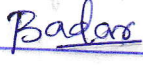


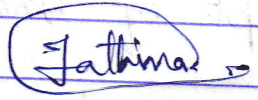


9) Ms. Chuteja Banu,
Dept of Urdu.



10) Ms. Ayesha Siddiqua,
Dept of Mathematics



- 13) Ms. Asifa Begum,
Dept of Sociology 
- 14) Ms. Hajira Sultana,
Dept of commerce & Mgt. 
- 12) Ms. Sameera Tabeen,
Dept of commerce & Mgt. 
- 13) Ms. Razia Begum,
Dept of commerce & Mgt. 
- 14) -Ms. Sadiya Haleema,
Dept of Computer Science. 
- 15) Ms. Noor Saba,
Dept of Computer Science. 
- 16) Ms. Badar Jahan,
Dept of commerce & Mgt. 
- 17) Ms. Shaziya Begum,
Dept of commerce & Mgt. 
- 18) Ms. Sameen Uzma,
Dept of Humanities 
- 19) Ms. Fathima,
Dept of Economics. 

20) Ms. ...

PROCEEDINGS OF THE MEETING:

The meeting started with a formal welcome by Dr. Syeda Tabassum, H.O.D of Commerce & Mgt & Asst. IQAC co-ordinator.

The principal initiated the meeting by discussing the above agenda's. She invited all the teachers for the new academic year 2022-23.

Firstly the principal discussed about the attendance & punctuality of the students in classes.

Formation of committees and cells for the academic year 2022-23 were done by including the new teachers in the staff as many teachers had left the college in the past.

Principal appointed New staff Secretary as Ms. Ramana Tabassum for the academic year 2022-23. Dr. Syeda Tabassum was relieved from the duty. Principal thanked her for her enormous support & enthusiasm as a staff secretary in the period of 2019-2022.

Principal also decided to give the BBA stipend to Dr. Syeda Tabassum.

Dr. Ms. Vidya, IQAC co-ordinator informed the teachers to prepare students for Kannada exam as the mgt is going to fix the seats and the programme has to be changed shortly.

Dr. Syeda Tabassum also discussed about the graduation day to be held as the final year students have already purchased garces & contribution is also made.

So principal ensured that the program will be arranged after consulting the Hgt.

Ms. Habiba, informed the principal that open elective of Arts cannot be chosen from same stream. Hence they should opt from other courses and also I.C will be a common paper for B.Com & BBA. So it was decided that B.A will choose B.Com O.E & BCA will teach A.I to B.A students.

Also FEIA is a common Subjects for B.Com & BBA & intth Sem. The same subject will be taught to BCA & BA students.

It was also decided to hold workshop from the Dept of commerce & Mat for any 3rd Sem subject as per N.E.P. so that it could also be helpful for the college.

As the new Academic year has started principal has instructed all the teachers to counsel final year degree students to enroll for p.g admission.

Ms vidya IQAC co-ordinator asked the
Faculty about the collection of data of
quantitative metrics as the AQAR report
should be uploaded by Dec-22.

Finally the meeting was concluded
with vote of thanks by Ms. Navee Ayasha,
Deputy co-ordinator, IQAC.

IQAC
Minutes of Meeting 2022-23

Venue : Library

Date : 18-01-23

Time : 3:00 P.M.

The meeting was held on 18/01/2023 at 3:00 p.m in the library.

* Agenda of the Meeting :

- 1) Graduation Day Celebration
- 2) Graduation Day Budget
- 3) Guest of the program.

* The following members were present in the meeting.

1) Prof. Zubeda Begum,
Principal

Zubeda Begum

2) Dr. M.S. Vidya,
IQAC co-ordinator

M.S. Vidya

3) Dr. Syeda Tabasum,
IQAC, Asst. co-ordinator

Syeda Tabasum

4) Ms. Noor Ayesha,
Deputy IQAC co-ordinator

Noor Ayesha

1) Ms. Shaziya Iffath,
Dept of Commerce & Mgt

~~Signature~~

2) Ms. Rumana Tabassum,
H.O.D, Mgt

~~Signature~~

PROCEEDINGS OF THE MEETING:

The meeting started with a formal welcome by Dr. Syeda Tabassum, Asst. IQAC co-ordinator. The principal initiated the meeting by discussing the above agenda's. She informed all the faculty members that Graduation Day for the current final years will be planned on Saturday 21st January 2023. and soon the mgt is expecting to invite Mr. Abdul Azeem, chairman, Karnataka State Minority Commission, Bengaluru as chief guest.

Discussions regarding theme include Gowns, Hats, Sarees, food & decoration.

Ms. Noor Ayesha, Deputy co-ordinator proposed vote of thanks.

IQAC
Minutes of Meeting 2022-23.

Venue : Library

Date : 29-05-23

Time : 3:00 p.m.

The meeting was held on 29/05/2023 at 3:00 p.m. in the library.

* Agenda of the meeting :

- 1) To conduct AAA for the next semester.
- 2) To conduct Parents Meet and Alumni Meet for the semester.
- 3) Spoken English course to be organised.
- 4) Inter Collegiate Fest.
- 5) Yoga meet.
- 6) Formation of cells.
- 7) Dept activities.

* The following members were present in the meeting.

1) Prof. Zubeda Begum,
Principal

Zubeda Begum

2) Dr. M.S. Vidya,
IQAC co-ordinator

M.S. Vidya

3) Dr. Sueda Tabassum

1) Mrs. Jorjyeha,
Faculty IQAC Co-ordinator

2) Mrs. Nimme Habeeba,
Dept of History

3) Mrs. Shaziya Iffath,
Dept of Commerce &
Mgt

4) Mrs. Asma Fathima,
H.O.D., English

5) Mrs. Mumtaz Begum, S.M
H.O.D., Hindi

29/05/23

6) Mrs. Rumana Tabassum,
H.O.D., Mgt

7) Mrs. Hajira Sultana,
Dept of Commerce & Mgt

8) Mrs. Fariya Begum,
Dept of Commerce & Mgt

9) Mrs. Badar Tahan,
Dept of Commerce & Mgt

10) Mrs. Asija,
Dept of Sociology

PROCEEDINGS OF THE MEETING:

The meeting started with a welcome by Dr. Syeda Tabassum, Asst IQAC co-ordinator. The principal initiated the meeting & discussed the above agendas.

IQAC co-ordinator instructed to conduct AAA for the academic year 22-23 as AAA is very important part of IQAC.

Discussing about to organise parents Meet for the semester in the month of July and also arrange Alumni meet in the month of July 1st week 2022-23.

IQAC members discussed about Spoken English course to be conducted by Dr. Asma Fakhim & also library exhibition to be conducted.

It was discussed to conduct Intercollegiate fest where in activities are planned such as: IT and cultural & Ngt and one common event to be conducted i.e., Treasure Hunt.

IQAC co-ordinator instructed to Celebrate International Yoga Day on 21-6-23.

Discussion regarding various cells was done such as in Grievance cell there is a format where in students can fill the form.

In Pehehan cell two activities to be held in the semester that is Tally Training certificate course & Soft skill training course in association with TNS foundation and also to connect with work training program in association with

The placement drive to be organised in the

In Fresna and Manini cell one activity to be organised in the semester as the convenor of the cell discussed to keep the beautician classes for the students this semester.

Business Lab to be upgraded in this semester and also Anti-Ragging activities to be conducted and under NSS Dental checkup to be arranged in the campus on 1st June 2023. and rally should be organised on "No Tobacco Day"

31-05-23.

2023 co-ordinators instructed the Dept head to organise the Departmental activities such as Seminars, workshop, FDP etc. where in commerce Dept decided to arrange orientation

Program of IV Sem B.com on 25-05-23 and B.A Dept decided in the month of July & B.B Dept also in the month of July 2023.

The meeting concluded with vote of thanks by Mrs. Noor Ayesha, Deputy co-ordinator.

IQAC Meeting Minutes of Meeting 2022-23

Venues Library

Date: 20-06-23

Time: 3:00 P.M.

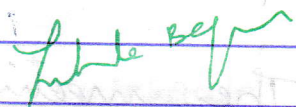
The meeting was held on 20/06/23 at 3:00 p.m in the library.

* Agenda of the meeting :-

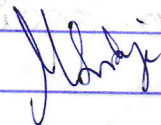
- 1) Preparation for LIC visit
- 2) Photos of all the program of the cells.
- 3) Proposal letters.
- 4) Yoga Day celebration

* The following members present in the meeting :-

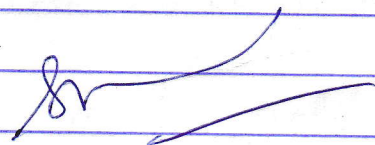
1) Prof. Zubeda Begum,
Principal



2) Dr. M.S. Vidya,
IQAC co-ordinator



3) Dr. Syeda Tabassum,
Asst. IQAC co-ordinator



4) Ms. Noor Ayesha,
Deputy IQAC co-ordinator



Ms. Umme Habeeba,
Dept of History

Suh

Ms. Saziya Iqbal,
Dept of Commerce &
Mgt

S

Ms. Rumana Tabassum,
Staff Secretary

Rumana

Ms. Hajira Sullana,
Dept of Commerce & Mgt

H

Ms. Raziya Begum,
Dept. Commerce & Mgt

Raziya Begum

Ms. Sameera Tabeen,
Dept of Commerce & Mgt

Sameera

Ms. Noor Saba,
Dept of Computer Science

Noor

Ms. Insiya Jan,
Dept of Geography

Insiya

Ms. Arifa Begum,
Dept of Sociology

Arifa

Ms. Jameen Uzma,
Dept of Humanities

Jameen

PROCEEDINGS OF THE MEETING

The meeting started with a welcome by Dr. Syeda Tabassum, Asst IQAC co-ordinator. The principal initiated the meeting and discussed the above agenda's.

IQAC co-ordinator discussed regarding the preparation for LIC visit. As LIC is expected to visit next week.

Discussions regarding photos, proposal letters, memo's and reports of various cells.

IQAC team discussed about the Yoga program to be conducted in the college. Chief guest to be decided & send the invitation.

The meeting concluded with vote of thanks by Ms. Noor Ayesha, Deputy IQAC co-ordinator.

IQAC

Minutes of Meeting 2022-23

Topic: Library

Date: 27-06-23

Time: 3:00 p.m

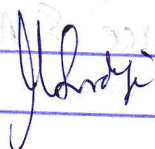
The meeting was held on 27/06/2023 at 3:00 p.m in the library.

* Agenda of the Meeting:

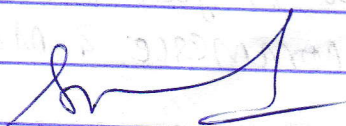
- 1) Discussion about LIC meeting
- 2) Convenors of various cells were also invited with their files.
- 3) The members of Anti-ragging cell and prevention of sexual harassment cell were instructed to keep posters making, Essay or collage or screening Documentary.
- 4) Any other.

* The following members were present in the meeting:

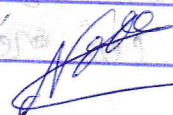
1) Dr. M. S. Vidya,
Principal



2) Dr. Syeda Tabassum,
IQAC co-ordinator



3) Ms. Noor Ayesha,
Asst. co-ordinator



4) Ms. Umme Habeeba,
Dept of History

Umme Habeeba

5) Ms. Shaziya Effath,
Dept of Commerce & Mgt

Shaziya Effath

6) Ms. Rumana Tabassum,
Staff Secretary

Rumana Tabassum

7) Prof. Mumtaz Begum, s.m
H.O.D., Hindi

Mumtaz Begum
27/06/23

8) Ms. Ayesha Siddiqua,
Lecturer, Dept of
Mathematics.

Ayesha Siddiqua

9) Mr. Nadeem,
Dept of Commerce & Mgt

Nadeem

10) Ms. Khuteja Banu,
Dept of Urdu.

Khuteja Banu

11) Ms. Hajira Sullana,
Dept, Commerce & Mgt

Hajira Sullana

12) Ms. Raziya Begum,
Dept, Commerce & Mgt

Raziya Begum

13) Ms. Badar Jahan,
Dept, Commerce & Mgt.

Badar Jahan

PROCEEDINGS OF THE MEETING:

The meeting started with a formal welcome by Dr. Syeda Tabassum, Asst. co-ordinator. The principal initiated the meeting by discussing the overall performance of the academic year.

NSS officer was instructed to organise programs with the help of NSS members.

IBAC co-ordinator asked the convenors of various cells to keep the reports ready for LIC. As LIC is expected to visit next week.

The Principal advised the H.O.D's & convenors to complete the given work on time.

Vote of thanks was proposed by Noor Agerha, Deputy Asst. co-ordinator.

IQAC
Minutes of Meeting 2022-23

Venue: Library

Date : 10-07-23
Time : 12:30 p.m.

The meeting was held on 10/07/2023 at 12:30 p.m in the library.

* Agenda of the Meeting :-

- 1) Punctuality in the meeting & college
- 2) Maintaining proper Record & Accounts.
- 3) Allocation of Jobs.
- 4) Instruction to office staff
- 5) Assigning duties to the Attenders.

* The following members were present in the meeting :-

- 1) Dr. M's vidya,
Principal
- 2) Dr. Syeda Tabassum,
Asst Co-ordinator, IQAC
- 3) Ms. Noor Ayesha,
Deputy IQAC co-ordinator
- 4) Ms. Umme Habeeba,
Dept of History

M's vidya

Syeda Tabassum

Noor Ayesha

Umme Habeeba

Ms Shaziya Jyath,
Dept. Commerce & Mgt

~~Shaziya~~

Ms Hajira Sullana,
Dept. Commerce & Mgt

~~Hajira~~

Teaching Staff :-

Ms Vasanti

Malavika R

Ms Khaja

~~Khaja~~

Ms Shivappa

~~Shivappa~~

Ms Fuziyya Begum

Fuziyya Bezu

Ms Parveen

~~Parveen~~

Ms Tabassum

Tabassum

Ms Nabi Sheikh

~~Nabi Sheikh~~

Ms Venkatsraya

Venkatsraya

Ms Sumaiyya

~~Sumaiyya~~

Ms Shaheen

Shaheen

Ms Pedakka

Pedakka

Ms Asma Tabassum

~~Asma Tabassum~~

Ms Tabassum

Tabassum

* PROCEEDINGS OF THE MEETING :

The meeting started with a formal welcome by Dr. Syeda Tabassum, Asst. IQAC co-ordinator. The principal initiated the meeting by discussing the above agenda's. She instructed the office staff to be punctual to the meeting as well as to the college.

The duties were allotted to the office staff and was instructed to maintain proper accounts and records.

IQAC co-ordinator instructed Ms. Asma, to maintain C.L forms and also told to inform the teachers to submit C.L forms immediately as soon as availing leave and also instructed the members to perform their duties efficiently. She requested Mr. Khaja to help Ms. Varanthy in degree office work.

Attendees were allotted with specific jobs such as cleaning of class room, timely ringing of bells, carrying memo etc.

The meeting was concluded by Ms. Noor Ayesha, Deputy IQAC co-ordinator.

IQAC

Minutes of Meeting 2022-23

Library

Date : 15-07-23

Time : 12:15 p.m.

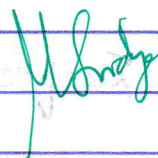
The meeting was held on 15/07/2023 at 12:15 p.m. in the library.

* Agenda of the meeting :-

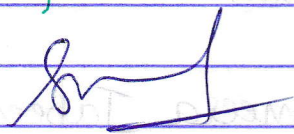
- 1) Talents Day Celebration / college Day.
- 2) Distribution and prizes.
- 3) Distribution of Snacks.
- 4) Preparatory Examination for 6th Semester
- 5) Any Other.

* The following members were present in the meeting :-

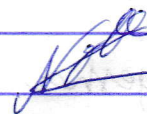
Dr. M.S. Vidya,
Principal



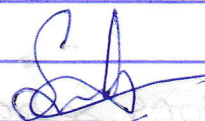
Dr. Syeda Tabassum,
Asst. IQAC co-ordinator

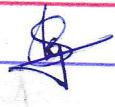
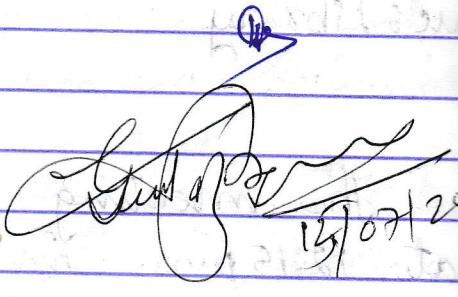
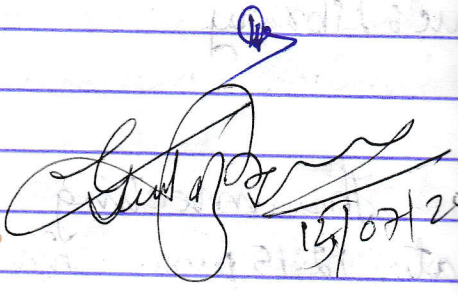

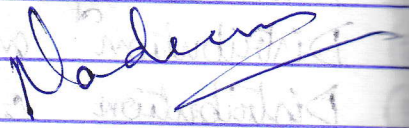


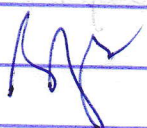
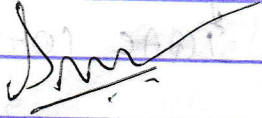
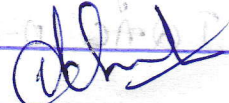


Ms. Noor Ayesha,
Deputy IQAC co-ordinator



Ms. Umme Habeeba,
H.O.D., History.



- 5) Ms. Shaziya Iffath,
Dept. Commerce & Mgt 
- 6) Ms. Hajira Sullana
Dept. Commerce & Mgt 
- 7
7) Prof. Mumtaz Begum, S.M
Dept. of Hindi 
- 8) Dr. Apsari Jan,
H.O.D Geography. 
- 9) Mr. Nadeem Z.A.,
Dept of Commerce & Mgt 
- 10) Ms. Rumana Tabassum,
Dept of Commerce & Mgt 
- 11) Dr. Asma Fathima,
H.O.D, English. 
- 12) Ms. Salma Zuljeen,
Librarian 
- 13) Ms. Sameera Jabeen,
Dept of Commerce & Mgt 
- 14) Ms. Ayesha Siddiqua,
Lecturer-in-BCA 

Ms. Raziya Begum,
Dept, commerce & Mgt

Raziya Begum

Ms. Badar Jahan,
Dept, commerce & Mgt

Badar

Ms. Daleela,
Dept of computer Science

Daleela

Ms. Noor Saba,
Dept of English.

Noor Saba

Ms. Ghousiya Sultana,
Dept, Urdu.

Ghousiya Sultana

PROCEEDINGS OF THE MEETING :-

The meeting started with a welcome by Dr. Syeda Tabassum, Asst IQAC co-ordinator. The principal initiated the meeting by discussing the above agenda's. She told that the management had decided to invite Justice, Mamta, city civil and session Judge, Bengaluru, for the college Day program. All the teachers were given the responsibility of taking care of prize distribution and other things.

class teachers were given the responsibility of taking care of snacks distribution.

It was decided to hold the preparatory exams for 6th Semesters from 25th July to 3rd of August 2023, and assignments to be written.

Finally the meeting was concluded by vote of thanks by Ms. Noor Ayesha, Deputy, IQAC co-ordinator.

IQAC meeting 2022-23
Minutes of Meeting

Venue: Library

Date: 25-07-23

Time: 3:00 P.M.

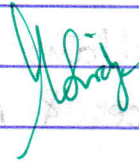
The meeting was held on 25/07/2023 at 3:00 p.m in the library.

* Agenda of the meeting :-

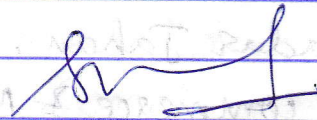
- 1) To conduct AAA for the academic year 2022-23
- 2) Re-opening for 1st yr 2023-24
- 3) Examination Duties.
- 4) Orientation program to be organise
- 5) Graduation Day.
- 6) Any other.

* The following members were present in the meeting :

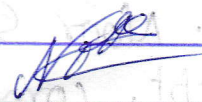
1) Dr. M.S. Vidya,
Principal



2) Dr. Syeda Tabassum,
Asst. IQAC co-ordinator



3) Ms. Noor Ayesha,
Deputy IQAC co-ordinator



4) Ms. Umme Habeeba,
H.O.D., History



- 5) Ms. Shaziya Zaffath,
Dept, Commerce & Mgt
- 6) Ms. Hajira Sullana,
Dept, Commerce & Mgt
- 7) Ms. Rumana Tabassum,
Dept, Commerce & Mgt
- 8) Ms. Nadeem Z.A,
Dept, Commerce & Mgt
- 9) Dr. Afsari Jan,
H.O.D, Geography.
- 10) Ms. Anifa Begum,
Dept of Sociology.
- 11) Ms. Raziya Begum,
Dept, Commerce & Mgt
- 12) Ms. Hajira Sullana,
Dept, Commerce & Mgt
- 13) Ms. Badar Jahan,
Dept, Commerce & Mgt
- 14) Ms. Noor Saba,
Dept, Computer Science.
- 15) Ms. Daleela,

PROCEEDINGS OF THE MEETING

The meeting started with a formal welcome by Dr. Syeda Tabassum, Asst IQAC co-ordinator.

The principal initiated the meeting by discussing the above agenda's. She instructed to conduct AAA in this semester on 2nd Aug 2023. Few teachers were given responsibility of visiting various Depts such as for commerce Dept, Dr. M's vidya, principal, for BCA Dept, Mr. Nadeem, for Language Dept, Ms. Apsari Jan, for Humanities Dept, Dr. Syeda Tabassum, for M.com, M.A Dept, Ms. Noor Ayesha.

The re-opening of 1st yr Degree classes will be commenced from 1st Aug 2023.

Discussion of room allotment for examination was done where in 4 room will be occupied for all final year Degree students.

The principal, informed that orientation program for 1st year Degree 2023 batch and Graduation Day for the present final year will be planned on the same day i.e., on 5th Aug 2023. Staff Secretary Ms. Rumana Tabassum was given the responsibility to take care of the program.

The meeting was concluded by vote of thanks by Ms. Noor Ayesha, Deputy IQAC co-ordinator.

IQAC

Minutes of meeting 2022-23

Venue: Library

Date: 10-08-23

Time: 2:30 p.m.

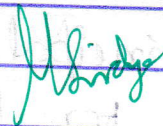
The meeting was held on 10/08/2023 at 2:30 p.m. in the library.

* Agenda of the meeting :-

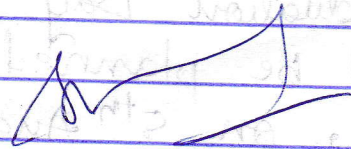
- 1) To conduct AAA
- 2) Grievance cell
- 3) optra
- 4) Independence Day celebration
- 5) Orientation program to be organised for the students regarding cells.

* The following members were present in the meeting :-

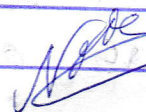
1) Dr. M.s vidya,
principal



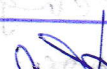
2) Dr. Syeda Tabassum,
Asst. co-ordinator, IQAC



3) Ms. Noor Ayesha,
Deputy IQAC co-ordinator



4) Ms. Syeda Umme Habeeba.



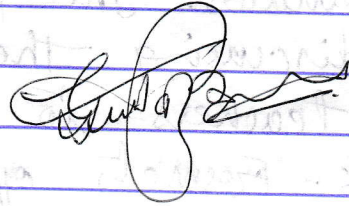
Ms. Shaziya Iffath,
Dept. Commerce & Mgt



Ms. Hajira Sullana,
Dept. Commerce & Mgt



Prof. Mumtaz Begum, S.M
H.O.D., Hindi



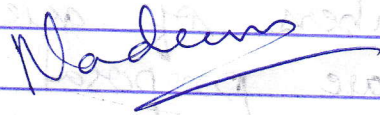
Ms. Rumana Tabassum,
Dept. Commerce & Mgt



Dr. Asma Fathima,
H.O.D., English



Mr. Nadeem Z.A.,
Dept. Commerce & Mgt



Dr. Asari Jan,
H.O.D., Geography



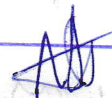
Ms. Raziya Begum,
Dept. Commerce & Mgt



Ms. Badar Tahan,
Dept. Commerce & Mgt



Ms. Noor Saba,
Dept. Computer Science



Ms. Daleela,
Dept. Computer Science



PROCEEDINGS OF THE MEETING

The meeting was started with a formal welcome by Dr. Syeda Tabassum, Asst. IQAC co-ordinator. The principal initiated the meeting by discussing the above agenda's. She instructed the teachers to conduct inter Dept Audit this week. Formats of the questionnaire was given to the respective members, they were asked to prepare reports on the basis of the audit.

The convenors of the grievance cell were advised to conduct activities, programs, workshops in the coming semester. The members of grievance cell were asked to prepare proposal letters and submit it to the IQAC co-ordinator for further process.

The principal, instructed to use optia attendance from the next semester.

The IQAC co-ordinator said that the management had decided to invite Prof. Nishath Khalida Parveen, Former principal, Abbas Khan Degree college for Women for Independence Day celebration.

It was deliberated that the students of II & IV semester to be invited for orientation program regarding cells.