

## COMPOSITION OF IQAC 2023-24

01. Chairperson : Dr. M. S. Vidya,  
Principal, Abbas Khan  
College for Women
02. Co-ordinator of IQAC : Dr. Syeda Tabassum S.G.,  
HOD, Dept. of Commerce &  
Mgt.
03. Asst. Co-ordinator : Prof. Noor Ayesha,  
HOD, Dept. of Computer Science
04. Teachers Representative : 1. Ms. Syeda Ummehabeeba,  
Lecturer, Dept. of History  
2. Ms. Hajeera Sultana,  
Lecturer, Dept. of Commerce  
& Mgt.
05. Management Representative : Sri. Attae Syed Muetaz  
Hussain,  
Gen. Secretary, CMA
06. Office Superintendent : Ms. Vasanthi. R  
FDA
07. Student Members : 1. Maryam Zehera III BBA  
2. Tasmiya III BCA
08. External Advisor : Prof. Mohana,



IQAC  
Minutes of Meeting 2023-24

Place: Library

Date: 03/10/2023

Time: 2:30 p.m.

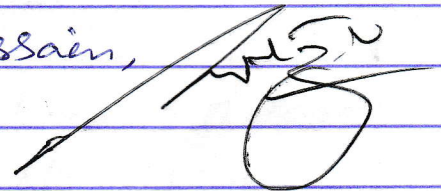
The meeting was held on 03-10-2023 at 2:30 p.m. in the Library.

Agenda

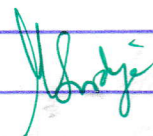
01. To conduct Essay Writing Competition on Gandhi
02. To conduct campus cleaning program
03. To organize a lecture programme on Gandhiji
04. Discussion on NEP 5<sup>th</sup> Semester Syllabus.
05. Any other

The following members are present in the meeting.

01. Sri. Attar Syed Muetuza Hussain,  
General Secretary, CMA

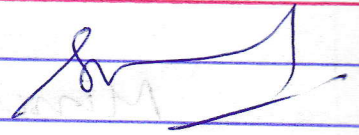


02. Dr. M. S. Vidya,  
Principal

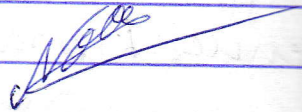




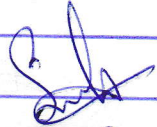
03. Dr. Syeda Tabassum S.G.,  
IQAC Co-ordinator



04. Prof. Noor Ayesha,  
Asst. Co-ordinator, IQAC



05. Ms. Syeda Umme Habeeba,  
HOD, History



06. Ms. Shaziya Iffath,  
Lecturer - in - Commerce



07. Ms. Vasanthi. R  
Office Member.

Vasanthi. R

08. Maryam Zehra, MBA  
Student Member.

Maryam



## Proceedings of the meeting

02 Dr. M.S. Vidya, Principal, instructed to keep Essay Writing Competition, and Lecture Program on Gandhiji on 9<sup>th</sup> Oct 2023.

03 Discussion about Campus Cleaning Program, A clean and well maintained campus is essential for the overall health and well-being of its students, faculty and staff. A Campus cleaning program is crucial to ensure a hygienic environment where individuals can study, work and socialize without any health hazards.

04 Discussion about NEP 5<sup>th</sup> Semester syllabus, Bengaluru City University approved the syllabus for the Fifth and Sixth Semesters of the 2023-24. The issues discussed are, Under the NEP 2020 Syllabus for Semesters Five and Six, all undergraduate courses will have Cyber Security and Employability Skills as the Skill-enhancement course. These two subjects can be taught by subject experts. The employability skill subject can also be taught by teachers who have attended a workshop or training on the topics of the syllabus.

05 The principal advised all the faculty members to take maximum care and responsibilities by completing all the work



given to them.

Finally the meeting was conducted with formal vote of Thanks proposed by Prof. Noor Ayesha, Deputy Co-ordinator, IQAC.



IQAC  
Minutes of Meeting 2023-24

Library

Date: 04-10-2023  
Time: 3:00 p.m.

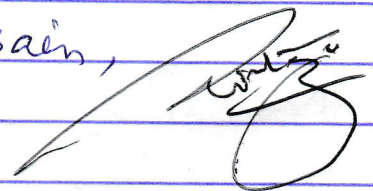
The meeting was held on 04-10-2023 at 3:00 p.m. in the library.

Agenda

01. To take pre classes
02. Discussion regarding formation of Various cells.
03. To organize Milad-un-Nabi Program and also Alumni meet.
04. Any other.

The following members are present in the meeting.

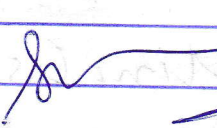

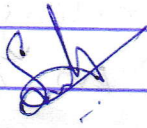


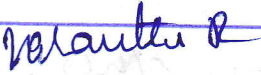
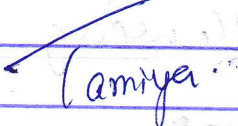
01. Sri, Attar Syed Mustuza Hussain,  
General Secretary, CMA



02. Dr. M. S Vidya,  
Principal

Vidya



03. Dr. Syeda Tabassum S.G.,  
Vice-principal &  
IQAC Co-ordinator 
04. Prof. Noor Ayesha,  
Asst. Co-ordinator, IQAC 
05. Ms. Syeda Umme Habeeba  
HOD, History 
06. Ms. Hajeera Sultana,  
Lecturer, Dept. of Commerce  
& Mgt. 
07. Ms. Shaziya Iffath,  
Lecturer, Dept. of Commerce  
& Mgt. 
08. Ms. Vasanthi.R,  
Office Member 
09. Tasmiya, III BCO  
Student Member 



## Proceedings of the meeting

The meeting was started with a welcome note by IQAC Asst. co-ordinator, Prof. Noor Ayesha, HOD of Computer Science.

01. Dr. M.S Vidya, principal instructed Degree faculties to take PVC classes once in a week, and asked to adjust the timetable with PVC staff, that offers 2nd PVC students to explore their strengths and develop an interest in the field they wish to opt for as their career.
02. Various Cells/Committees were formed and reshuffled as many of the staff members have newly joined to the college. They were made clear about the roles and responsibilities that should be performed during each activity.
03. Principal instructed that before each activity IQAC should conduct a meeting with the concerned cells for smooth functioning.
04. The IQAC co-ordinator, Dr. Syeda Tabassum S.G, asked the cell/committee members of Milad-un-Nabi to organize the program on 13<sup>th</sup> Oct 2023, Alumni meet to be organized on December 1<sup>st</sup> week, and Athletic meet to be



Organized on 25<sup>th</sup> November 2023.

Finally the meeting was concluded with formal vote of thanks proposed by Ms. Sijela Chame Habeeba, HOD, History.



IQAC  
Minutes of Meeting 2023-24

Venue: library

Date: 30-10-2023

Time: 12:15 p.m.

The meeting was held on 30-10-2023 at 12:15 p.m. in library.

Agenda

01 To conduct street play at 11:00 a.m. on 4<sup>th</sup> Nov. 2023.

02 To celebrate Kannada Habba

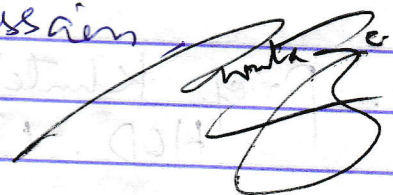
03 To conduct Students Council Association Election

04 Discussion about Zeal Magazine.

05 Any other

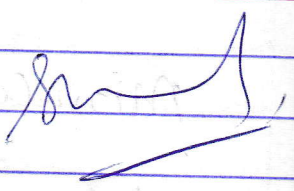

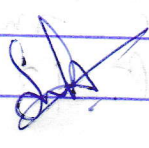
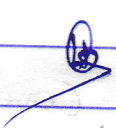
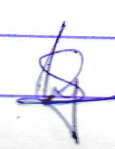
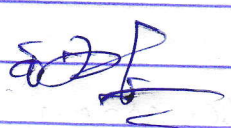
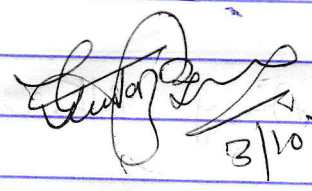
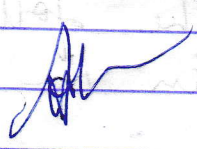
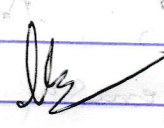
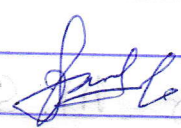
The following members are present in the meeting.

01. Sri, Attar Syed Muteza Hussain  
General Secretary, CMA



02. Dr. M. S. Vidya.



03. Dr. Syeda Tabassum S.G.,  
Vice-Principal &  
IQAC Co-ordinator 
04. Prof. Noor Ayesha,  
Asst. Co-ordinator IQAC 
05. Ms. Syeda UmmeHabeeba  
HOD, History 
06. Ms. Hajera Sultaney,  
Lecturer, Dept. of Commerce  
& Mgt. 
07. Ms. Shaziya Tiffath,  
Lecturer, Dept. of Commerce  
& Mgt. 
08. Dr. Afsari Jan,  
HOD, Geography 
09. Prof. Mumtaz Begum, S.M.  
HOD, Hindi  3/10/2023
10. Dr. Asma Fathima,  
HOD, English 
11. Prof. Khuteja Banu,  
HOD, Urdu 
12. Mr. Shirappa 



3 Ms. Vasanthi R, valanthi R  
Office Member

4 Maryam Zehera, M BBA, Maryam  
Student Member

### Proceedings of the meeting

The meeting was started with a welcome note by IQAC co-ordinator, Dr. Syeda Tabassum S.G.

01 Dr. M.S Vidya, Principal, Instituted N.S.S Officer to conduct street play at 11:00a.m on 4<sup>th</sup> November 2023.

02 The principal and IQAC co-ordinator said that the management had decided to invite Dr. Ramakrishna Reddy.K and Dr. Vatsala Mohan for Kannada Habba celebration.

03 It was decided that the Students Council Association Election to be held on 4<sup>th</sup> November 2023.



04. It was discussed that the Zeal contains creative writings such as poems, short stories, as well scholarly writings in Kannada, Hindi, Urdu and English. Photographs of college and different programmes of college are also published in that Magazine. Both students and staff contribute to (Zeal Magazine).

Finally the meeting was concluded with formal vote of thanks proposed by Prof. Meer Ayesha, Asst. co-ordinator, IQAC.



Date:

TQAC

## Minutes of meeting 2023-24

Name: library

Date: 22-10-23

Time: 2:00 p.m.

The

The meeting was held on 22-12-2023  
at 2:00 p.m. in the library.

Agenda

1.

01 To discuss regarding college magazine  
"Aqar-e-Abbas"

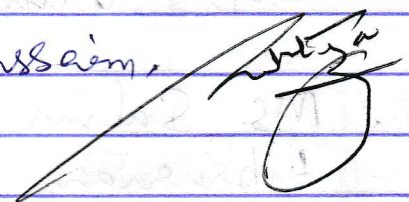
02 To organize Alumni meet and utsav mela

03 To conduct II Internal Assessment Test.

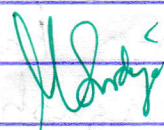
04 Any other.

The following members were present  
in the meeting

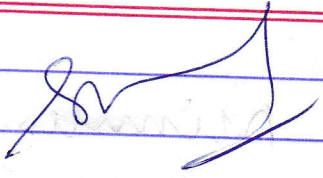
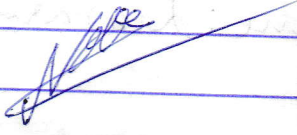
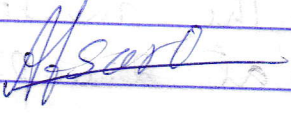
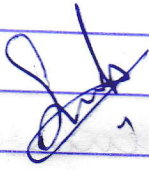


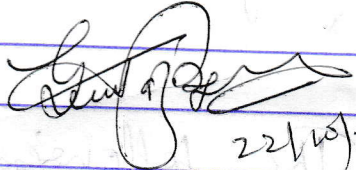


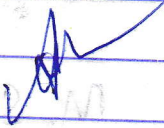
01 Sri. Atlas Syed Murtuza Hussain,  
General Secretary



02 Dr. M. S. Vidya,  
Principal





03. Dr. Syeda Tabassum S.G.,  
Vice-principal &  
IQAC co-ordinator 
04. Prof. Noor Ayesha,  
Asst. Co-ordinator IQAC 
05. Dr. Afsar Jan,  
HOD, Geography. 
06. Ms. Syeda Umme Habuba  
HOD, History 
07. Ms. Hajeera Sultana  
Dept. of Commerce & Mgt. 
08. Ms. Shazria Iffath  
Lecturer, Dept. of Commerce  
& Mgt. 
09. Prof. Mumtaz Begum SM  
HOD, Hindi  22/10/23
10. Prof. Khateja Bannu  
HOD, Urdu 
11. Ms. Salma Zulfeen  
Librarian 
12. Dr. Asma Fathima  
HOD English 



Dr. Bala Jagan  
Asst. Dir. of Commerce &  
Mgt.

Bala Jagan

Mr. Venkatesh R,  
Asst. Member

venkatesh R

Mr. Jayaram, IBCA  
Subst. Member

Jayaram

Proceedings of the meeting

The meeting was started with a welcome  
note by IQAC Asst. Co-ordinator, Prof  
Arun Acharya

Dr. Mrs. Vidya, Principal instructed  
publication committee members to collect  
Articles in various languages from the  
Students and also discussed about  
number of pages to be included in  
the magazine. It was finalised to have  
100 to 110 pages of magazine which  
include messages from Principal, Guest,  
Management members, Cultural activities,  
Sports, library Exhibition Photos  
etc.

0/23



02. The IQAC co-ordinator asked the Alumni Association members to Organise Alumni Meet and Utsav Mela.

03. It was decided to conduct 2 Internal Assessment- for 40 marks from 2<sup>nd</sup> Jan 2024 to 9<sup>th</sup> Jan 2024.

Finally the meeting was concluded with formal vote of thanks proposed by Ms. Syeda Umme Habeeba, IQAC member.



IQAC  
Minutes of Meeting 2023-2024.

Venue : Library

Date : 03-01-2024

Time : 12:30 p.m.

The meeting was held on 03<sup>rd</sup> Jan 2024 at 12:30 p.m in the library.

Agenda

- 01. Discussion about preparing SSR for Nacc.
- 02. Discussion about IQAR which should be uploaded for the Academic year 2022-2023.
- 03. Discussion about Department documents, attendance, Lesson plan, timetable, Remedial classes and Work Diary.
- 04. Any other.

The following members were present in the meeting.


01. Sri, Akhtar Syed Murtuza Hussain, General Secretary.

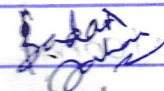
02. Dr. M.S. ...

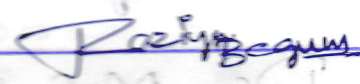



03. Dr. Syeda Tabassum S.G.  
Vice-Principal  
IQAC Co-ordinator.
04. Prof. Noor Ayesha  
Asst. Co-ordinator IQAC
05. Dr. Afsan Jaan  
HOD, Geography.
06. Ms. Syeda Umme Habeeba  
HOD, History
07. Ms. Hajira Sultana  
Dept. of Commerce & Mgt.
08. Ms. Shaziya Iffath  
Dept. of Commerce & Mgt.
09. Prof. Mumtaz Begum S.M.  
HOD, Hindi
10. Prof. Khulēja Banu  
HOD, Urdu.
11. Prof. Rumana Tabassum  
Staff secretary.
12. Ms. Salma Zulfear  
Librarian

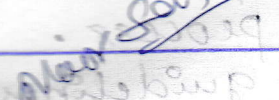


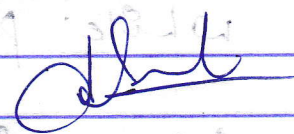
Ms. Sonia Fathima H 20 English 

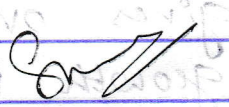
Ms. Badar Jahan 20 Dept of Commerce & Mgt 

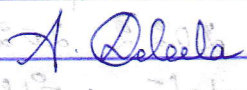
Ms. Raziya Begum Dept of Commerce & Mgt 

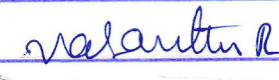
Ms. Raziya Begum Dept of English 

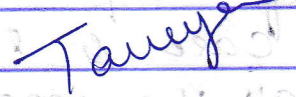
Ms. Nava Saba Dept of English 

Ms. Aysha Siddiqua Dept of Mathematics 

Ms. Saba Kounain Dept of Economy 

Ms. Deeleela A Dept of Computer Science 

Ms. Vasanthi. R Office Member 

Fasniya, III BCA Student Member 

3/10/2021



## Proceedings of the Meeting.

The meeting was started with a Welcome note by IQAC co-ordinator & HOD of Commerce & Mgt, Dr. Syeda Tabassum S.G.

01. Dr. M.S. Vidya, Principal instructed all the faculty members that to prepare the NAAC, SSR reports as it is one of the most crucial steps of the assessment & accreditation process. NAAC has issued specific guidelines & a set of rules which institutions must keep in mind while preparing the reports.
02. AQAR is a useful document which gives overall picture of the institutional growth in all the seven criteria's identified by NAAC for the year 2022-2023. It also provides systematic data with respect to various improvements to be taken up by the institution.
03. The principal advised all the faculty members to take maximum care & responsibilities in completing all the work given to them & to maintain department documents.



04. The IQAC Co-ordinator instructed the Covenors to involve maximum number of students in all the activities.

Finally the meeting was concluded with formal vote of thanks proposed by Prof. Noor Ayesha, Asst. Co-ordinator IQAC.