

THE QUAIDE MILLETH COLLEGE FOR MEN

Medavakkam, Chennai – 600 100

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting of the IQAC Committee held on 27.03.2026 (Friday) at 01.45 p.m in Management Room, The Quaide Milleth College for Men, Medavakkam, Chennai – 600 100

AGENDA:

1. Review of previous Minutes of the Meeting.
2. Academic Internal Audit to be completed by mid-April 2026.
3. Placement Drive, Women's Day, College Day & Sports Day dates to be finalized.
4. To conduct a workshop for administrative staff Members on IOT.
5. Any other topic with the permission of the chair.

Members Present:

1. Dr. M. Amthul Thawab
2. Dr. H. Charulatha
3. Dr. S. Jaya
4. Dr. A. Kamaruniza
5. Dr. R. Abdul Saleem
6. Mr. K. Imran Basha
7. Dr. R. Manikandan
8. Mr. A. Mazhar Khan
9. Mr. J. H. Jamal Abdul Saleem
10. Mrs. S. Padmavathy

MINUTES OF THE MEETING:

The IQAC Coordinator presented the following updates for the Academic Year 2025–26.

- A summary of the restructuring undertaken within IQAC for AY 2025–26 was presented.
- The streamlining of placement data, alumni data, department files, committee and club report formats, and website updation was undertaken during AY 2025–26.
- An FDP was organized on the following topics:
  - Binary Accreditation Framework, based on the *Transformative Reforms for Accreditation of Higher Education Institutions in India (November 2023)*
  - Pedagogical methods

The programme further assisted faculty members in preparing a proposal plan for academic activities for the year 2025–26.

- To track the progression of all committee and cell activities, *Monthly Reports* are being received by IQAC.
- All committee and department incharges were instructed to upload event reports along with captioned photographs.
- For the AQAR 2024–25, the practice of creating "**additional documents**" for required metrics under each criterion was initiated.
- It was discussed and noted that the completion of AQAR for both the academic years 2024–25 and 2025–26 shall be accomplished.



## RESOLUTIONS MADE:

- Resolved to establish a peer-reviewed research journal for the institution, effective from the commencement of the academic year 2026–2027.
- Resolved to organize a workshop on Internet of Things (IoT) in association with ICT Academy, scheduled from 27.04.2026 to 02.05.2026. The workshop is intended for 15 administrative and academic staff members, including participants from other colleges.
- Resolved to organize the following institutional events:
  - Women's Day : 31.03.2026
  - Job Fair : 09.04.2026
  - Intra-Collegiate Culturals : 10.04.2026
  - College Day and Sports Day: 11.04.2026
- Resolved to conduct an Internal Academic Audit from 27.04.2026 to 29.04.2026, in accordance with the following schedule:
  - 27.04.2026: Audit of Individual Files and CALL Files
  - 28.04.2026: Committee Audit
  - 29.04.2026: Audit of Department Files

Dr. H. Charulatha  
IQAC Coordinator

Dr. M. Amthul Thawab  
Principal / IQAC Chairperson

**THE QUAIDE MILLETH COLLEGE FOR MEN**  
Medavakkam, Chennai – 600 100

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Minutes of the Meeting of the IQAC Committee held on 06.01.2026 (Tuesday) at 01.30 p.m in Management Room, The Quaide Milleth College for Men, Medavakkam, Chennai – 600 100

**AGENDA:**

1. Welcome address by the IQAC coordinator.
2. Review of previous Minutes of the Meeting.
3. Discussion on tasks for the upcoming semester
  - Finalization of website layout as per the NAAC requirement.
  - Proposal for Software Website – To be finalized for the upcoming A.Y 2026-2027
  - Timeline for completion of AQAR 2024-2025 by the first week of February 2026
4. Department Quality Initiatives  
Each department has to present a report on academic & co-curricular programmes conducted and also plans for the next academic year (2026-2027) at the end of the even semester.
5. Proposed to conduct
  - Workshop on Research Publication / FDP on Research Grants
  - Programmes for Administrative staff on Advanced MS Excel
  - Workshop on paper products and ED Bazaar.
  - FDP in collaboration with the ICT academy on “Internet of Things” to be conducted in the first week of February 2026.
6. NIRF & AISHE format to be shared with each department.
7. Formats of 29 Mandatory files/records to be circulated to all departments.
8. Academic Internal Audit to be completed by the 1<sup>st</sup> week of April 2026.
9. Any other discussion with the permission of the chairperson.
10. Vote of Thanks.

**Members Present:**

1. Dr. M. Amthul Thawab
2. Dr. H. Charulathaa
3. Dr. S. Sheik Kalil
4. Dr. S. Jaya
5. Dr. A. Kamaruniza
6. Dr. R. Abdul Saleem
7. Mr. K. Imran Basha
8. Dr. R. Manikandan
9. Dr. M. Kotteshwari
10. Dr. A. Noornisha
11. Mr. A. Mazhar Khan
12. Mr. S. Jahirudeen
13. Mr. J. H. Jamal Abdul Saleem
14. Mrs. S. Padmavathy

**RESOLUTIONS MADE:**


- Resolved to launch the Institution’s Multidisciplinary, peer-reviewed Journal within 4 months.
- Resolved to conduct a BI PowerPoint workshop for administrative and teaching staff in collaboration with ICT. (Skill Development Committee)
- Resolved to conduct Yoga Classes for students on behalf of the yoga, fitness & mental wellness committee.
- Resolved to conduct bakery class and beautician course in the last week of February and ED Bazaar in the first week of March.


- Resolved to appoint multiple counsellors as demanded by NIRF & AISHE and to conduct counselling seminars for first years, followed by Individual counselling sessions.
- Resolved to organise Health Inspection Camp for first year students.
- To enhance the holistic contribution of staff members, it is resolved to allot each department a day of visit to IQAC.
- On requisition of the Research Committee convenor, it is resolved to initiate the SoS access requisition for institutional Mail IDs on the Research Gate portal.
- Resolved to conduct one day workshop on research publication for research scholars.
- Resolved to initiate more national and international conferences from all departments to reach maximum participants.
- Resolved to collect data AQAR 2025-26 and has to be complied with at the end of March 2026.
- Resolved to inform the Heads of all departments to prepare a PPT of department activities 2025-2026, including clubs and committees.

### ACTION TAKEN REPORT

The departments of Shift I and Shift II, including clubs and committees, have conducted more than 70 events & programmes. To highlight certain completed agendas, we planned in the previous meeting:

- Conducted yoga classes for students on 02.02.2026 in association with SKY yoga centre, Medavakkam.
- Workshops on Bakery making & beautician course were conducted for 52 students.
- A one-day workshop on Research Publication was conducted for research scholars.
- Four International Conferences were conducted across all the departments of Shift I.
- Individual Counselling sessions & Counselling seminars were conducted by the Mental Wellbeing club on 12.03.2026
- NIRF, AISHE and Placement details were included in the 29-department file.
- IQAC has restructured committees and has taken initiatives to familiarize and streamline the proper documentation through consistent one-to-one meetings with the departments every week.

  
Dr. H. Charulatha  
IQAC Coordinator

  
Dr. M. Amthul Thawab  
Principal / IQAC Chairperson

# THE QUAIDE MILLETH COLLEGE FOR MEN

Medavakkam, Chennai – 600 100

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting of the IQAC Committee held on 03.11.2025 (Monday) at 1.30 p.m in the Management Room, The Quaide Milleth College for Men, Medavakkam, Chennai – 600 100

### AGENDA:

1. Welcome address by the IQAC coordinator.
2. Review of previous Minutes of the Meeting.
3. Discussion of Action Taken.
4. Proposed to conduct
  - Workshop on Research Publication / FDP on Research Grants
  - One-Day Seminar for Administrative Staff
  - ED Bazaar and workshop on paper products
  - 5 Days FDP in collaboration with the ICT academy
5. AQAR for the Academic Year 2024-25 to be finalised.
6. "Sports, Yoga and Fitness Committee" will be reframed by including "Mental Well-being" activities as required by AISHE.
7. To include AISHE / NIRF format – For each department.
8. Internal Audit by IQAC to be conducted on November 4<sup>th</sup> to 6<sup>th</sup> 2025 (Extension file, Committee file, Individual file & CALL file)
9. Any other topic with the permission of the chair.
10. Vote of Thanks.


### Members Present:

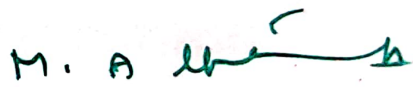
1. Dr. M. Amthul Thawab
2. Dr. H. Charulathaa
3. Dr. S. Sheik Kalil
4. Dr. S. Jaya
5. Dr. A. Kamaruniza
6. Mr. K. Imran Basha
7. Dr. R. Manikandan
8. Dr. A. Noornisha
9. Mr. A. Mazhar Khan
10. Mr. S. Jahirudeen
11. Mr. J. H. Jamal Abdul Saleem
12. Mrs. S. Padmavathy



## MINUTES OF THE MEETING:

- Proposed to conduct a seminar/workshop for administrative staff during the month of December 2025 on the following topics:
  - ✚ Photoshop
  - ✚ Advanced Excel
  - ✚ Canva
- Proposed to sign an MoU to appoint a counsellor for Boys and Girls.
- Proposed to conduct a Nutrition and Health Awareness workshop for staff members.
- Proposed to follow up on the submitted budget proposal for IQAC.
- Resolved to insist that staff members and students follow our college official page on Instagram and Facebook.
- Discussion made to conduct an add-on course for 2<sup>nd</sup> year students.
- Resolved to issue web designing course completion certificates.
- Decided to issue the New Staff Appraisal format in the month of Feb. 2026
- Resolved to send an appreciation letter for the MSME, ICT, Speakizy, Website Committee and staff in charges for the effective conduct of events throughout the semester.

  
13/11/25  
Dr. H. Charulatha  
IQAC Coordinator

  
Dr. M. Amthul Thawab  
Principal / IQAC Chairperson

# THE QUAIDE MILLETH COLLEGE FOR MEN

Medavakkam, Chennai – 600 100

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting of the IQAC Committee held on 21.07.2025 (Monday) at  
12.00 p.m in Management Room, The Quaide Milleth College for Men,  
Medavakkam, Chennai – 600 100

### AGENDA:

1. Welcome address by the IQAC coordinator.
2. Review of previous Minutes of the Meeting.
3. Progress Report of Action taken.
4. Quality initiatives & activities.
5. Proposed / Upcoming IQAC program.
6. Follow up on upcoming meetings.
7. Follow up on AQAR, NIRF, MoU Review & Renewal, ICT SPOC
8. Initiate the creation of Dept. magazine
9. Any other topic with the permission of the chair.
10. Vote of Thanks.

### Members Present:

1. Dr. M. Amthul Thawab
2. Dr. H. Charulatha
3. Dr. S. Sheik Kalil
4. Dr. S. Jaya
5. Dr. A. Kamaruniza
6. Dr. R. Abdul Saleem
7. Mr. K. Imran Basha
8. Dr. R. Manikandan
9. Dr. M. Kotteshwari
10. Dr. A. Noornisha
11. Mr. A. Mazhar Khan
12. Mr. S. Jahirudeen
13. Mr. J.H. Jamal Abdul Saleem
14. Mrs. S. Padmavathy
15. Mr. S. Vijay Anand (Alumni)

## **MINUTES OF THE MEETING:**

### **Review of Previous Meeting Minutes:**

- We received a communication from NAAC after query that the new BAF will be applicable to our College
- Collected the data for Website updation and review is under process.
- Became an Institutional member with ICT Academy for the holistic skill development of students and staff members.
- Suggestions were made to improve the website layout for better usability and visibility.
- A proposal was raised to include an alumni link on the institutional website.

### **Alumni Engagement**

- It was proposed to update the alumni database for better connectivity.
- It was discussed to organize an Alumni Meet during the last week of August (Sunday) and invite active participation through Social media Platforms.
- To initiate steps for Alumni Association Registration through google forms and make it available in the College website.

## **RESOLUTIONS MADE:**

### **Committee Restructuring:**

- Resolved to restructure the following committee
  - Anti-Ragging Committee
  - Women's Grievance Cell
  - Sexual Harassment Cell
  - Equal Opportunity Committee
  - Institution Innovation Council
  - SIRF and NIRF
  - UGC/other Grants Proposal Committee

### **Academic Initiatives:**

- To conduct commonly scheduled Unit Test for Shift I through Exam Committee Cell.
- To initiate Quarterly Department E-Newsletter to highlight the Achievements and activities.
- To appoint a SPOC for NPTEL course enrolments.

### **Infrastructure & ICT Development:**

- To Propose a budget plan for seminar hall upgradation, Smart Boards, RO Systems, Solar Panels, Printers, Library Resources, Projectors and Disabled-friendly toilets and other infrastructural requirements.

### **Funding and Government Schemes:**

- To encourage Departments to apply for funding from DOTE and other government schemes.
- It was decided to restructure the current "UGC fund committee" to UGC/Grants proposal committee, to identify and explore funding opportunities.

### Other Points:

- To organize workshops/seminars in both Shift I and Shift II based on BAF requirements.
- To inform the students about the ICT and Speakeazy through circulars.
- To conduct skill enhancement programmes for administrative staff.
- To Install a Biometric machine in IQAC Room.
- All departments should be reminded to ensure proper documentation of:
  - Department and Committee Activities as directed by IQAC.
  - Feedback analysis
  - ICT facility usage in Teaching & Learning Methods

### ACTION TAKEN REPORT

- All the committees are restructured with new members. Roles and responsibilities were distributed according to the Binary Accreditation Framework.
- Website updation of events is done regularly.
- Organized Faculty Development Programme -A Three Day Online Faculty Development Program towards Institutional Excellence: Adapting to NAAC's Binary Framework for HEIs in June 2025.
- Signed an MOU with ICT Academy. ICT -Infosys, which trained 65 students on "Retail Team".
- 30 hrs of English "Proficiency and Personality Development" program were conducted with 2 trainers per class for all 1<sup>st</sup> years after signing an MOU with Speakizy.
- Signed MOU with MSME, and all 3<sup>rd</sup> year students benefited from the course GST Filing.
- Alumni WhatsApp groups are compiled into one single group to bring alumni under one roof for better connectivity.
- NCC Alumni meeting was conducted on 05/10/2025 in the college campus with the participation of NCC Alumni.
- Alumni Association Google form for registration is created.
- Applied for DOTE- Awaiting the funds to conduct 5-day workshop.
- A placement drive in association with the Chengalpet District employment and training department was conducted on 25/10/2025.

- 93 events organised by various departments marked this academic semester.
- 15 structured formats have been created exclusively for Department Files to enhance documentation efficiency.
- Separate auditing checklists and report submission formats for committees, individual files, and department files have been restructured for improved compliance this semester.

#### *ICT Academy Collaboration*


- 65 students got trained and certified as Retail Team Leader under Infosys-School of Employability.
- 217 students completed the Mongo DB course.
- Our students receive 1268 certificates from under Learnathon Programme which connects campus to corporate till today.


#### *MSME Collaboration*

- 217 students got trained in GST practioner training in association with MsME, Govt of India.

#### *Speakizy*

- 215 Students enhanced English Proficiency.

  
Dr. H. Charulatha  
IQAC Coordinator

  
Dr. M. Amthul Thawab  
Principal / IQAC Chairperson  
**PRINCIPAL**  
**The Qualde Milleth College for Men**  
**Medavakkam, Chennai - 600 100.**

# THE QUAIDE MILLETH COLLEGE FOR MEN

Medavakkam, Chennai - 600 100

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

GENERAL MEETING on 02.06.2025

### Members Present:

- Dr. M. Amthul Thawab - M. Amthul Thawab
- Dr. H. Charulathaa - H. Charulathaa
- Dr. S. Sheik Kalil - S. Sheik Kalil
- Dr. R. Manikandan - R. Manikandan
- Dr. S. Jaya - S. Jaya
- Dr. A. Kamaruniza - A. Kamaruniza
- Dr. R. Abdul Saleem - R. Abdul Saleem
- Mr. K. Imran Basha - K. Imran Basha
- Dr. M. Kotteshwari - M. Kotteshwari
- Dr. A. Noornisha -
- Mr. A. Mazhar Khan - A. Mazhar Khan
- Mr. S. Jahirudeen - S. Jahirudeen
- Mr. J. H. Jamal Abdul Saleem - J. H. Jamal Abdul Saleem
- Mrs. S. Padmavathy - S. Padmavathy

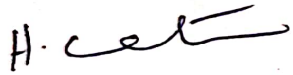
### Minutes of the Meeting

1. Dr. M. Amthul Thawab, Principal & IQAC Chairperson welcome the staff members for the academic year 2025-2026 and insisted on the best output from all the faculty members for the upcoming year.
2. Dr. H. Charulathaa, IQAC Coordinator gave a brief introduction on Binary Accreditation Framework and Maturity Based Graded Level (MBGL).
3. The meeting insisted the submission of following documents after the approval of Principal for the Website Updation.

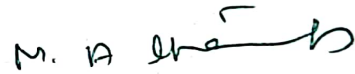
- Department : Vision, Mission, Objectives for Shift I & II and allied department.
- Committees – IQAC : “About” of Committee.
- “About” of Department Clubs
- “About” of Extension activities
- “About” of Cell
- “About” of the Programmes.

4. The reports are requested to be submitted and uploaded in the IQAC Drive on or before 12<sup>th</sup> June 2025.

5. The IQAC coordinator welcomed the faculty and staff members for the upcoming Faculty Development Programme “Towards Institutional Excellence: Adopting to NAAC’s Binary Framework for HEI’s” from 03.06.2025 to 05.06.2025



Dr. H. Charulatha  
IQAC Coordinator




Dr. M. Amthul Thawab  
Principal / IQAC Chairperson

THE QUAIDE MILLETH COLLEGE FOR MEN  
Medavakkam, Chennai – 600 100

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting of the IQAC Committee held on 23.04.2025 (Wednesday) at  
12.00 p.m in Management Room, The Quaide Milleth College for Men,  
Medavakkam, Chennai – 600 100

The following members were present:

1. Dr. M. Amthul Thawab 
2. Dr. H. Charulathaa
3. Dr. S. Sheik Kalil
4. Dr. S. Jaya
5. Dr. A. Kamaruniza
6. Dr. R. Abdul Saleem
7. Mr. K. Imran Basha
8. Dr. R. Manikandan
9. Dr. M. Kotteshwari
10. Dr. A. Noornisha
11. Mr. A. Mazhar Khan
12. Mr. S. Jahirudeen
13. Mr. J.H. Jamal Abdul Saleem
14. Mrs. S. Padmavathy

*Minutes of the Meeting are as follows:*


- Welcome address by Principal Dr. M. Amthul Thawab and Introduction of New IQAC Coordinator Dr. H. Charulathaa, Dept. of English.
- Formation of the new core team members for the upcoming NAAC.


- Core team has to take care of the accreditation process for the NAAC that includes:
  - Data Collection from the AY: 2021-2022 to 2024-2025
  - Completing IIQA & SSR
  - Checking for the update on NIRF & AISHE
- Intimation of upcoming NAAC members meeting to the management committee members and Alumni members and Panchayat Members.
- External Audit committee has to be implemented in the upcoming year.

**Action Plan:**

To implement the above, the following actions are taken by the members of NAAC.

- College is planning to re-open on 2<sup>nd</sup> week of June 2025.
- Planning to have inbuilt journal with ISSN.
- To organize Faculty Development Programme for staff members on the NAAC criteria.
- To collect data from 2021-2025 in word or excel file through IQAC mail id.
- To frame an IQAC Calendar for upcoming year.
- To conduct workshops, conferences, seminars in the topics of IPR, ED and Vikshit Bharat.

  
Dr. H. Charulatha  
IQAC Coordinator

  
Dr. M. Amthul Thawab  
Principal / IQAC Chairperson

