

# The New College (Autonomous) ,Chennai-600014

## Internal quality Assurance Cell

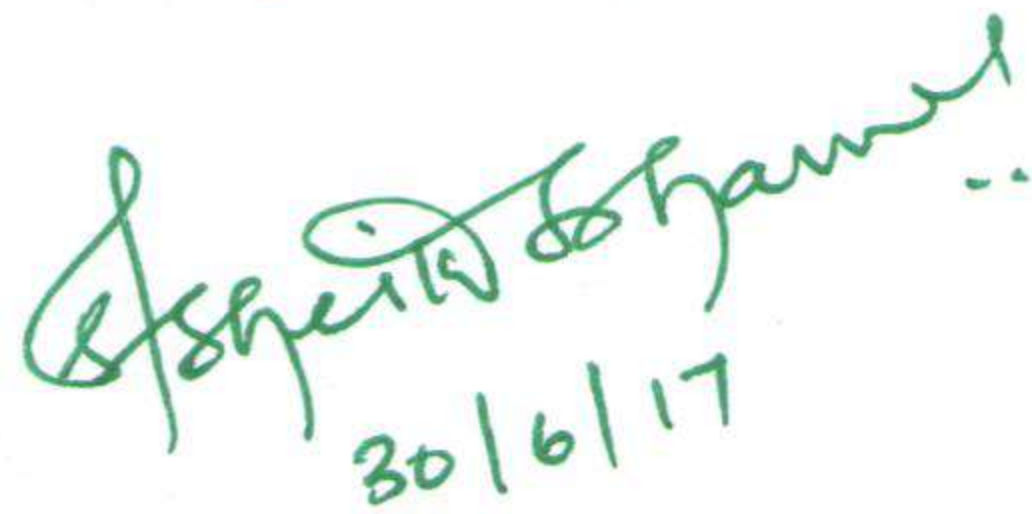
### IQAC's Meeting with College Officials and Heads of Departments

Date: 30-06-2017

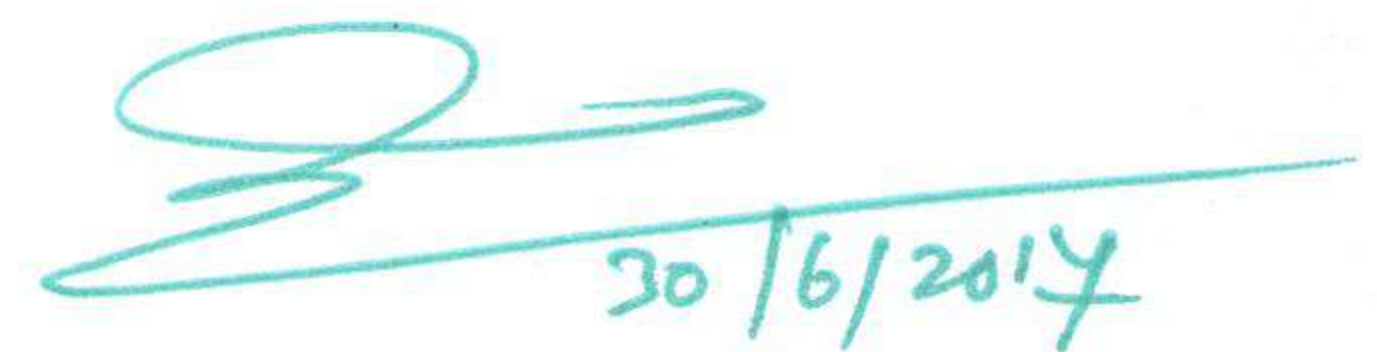
Time:11.30 AM

Venue: IQAC Room

The meeting began with an invocation by Prof. Syed Imtiaz, HoD of Arabic. Dr. Zahid Husain, The Principal informed the HoDs and other invitees about the expiry of Autonomous status to the college and asked the Co ordinator IQAC to brief the house about the preparation for Autonomous status extension. The IQAC coordinator informed the house that University of Madras has asked him to wait for a couple of weeks to know the extension process. He further requested the house to provide a team for Autonomous extension preparations. The House opined that the IQAC aides can be involved in data collection from the departments and another Team comprising the coordinator of IQAC, Dy. Warden Dr. Kamal nasir, Assistant CoE Dr. Hyder Ali, Dr. Abdul Jamal, Asst. Prof of Economics, Mr. Mohamed Ansar and Mr. Syed Shakir Razvi of Corporate Secretaryship, Mr. Lukuman librarian along with Mr. Thameem Ansari (Web Administrator) and Mr. Hameeduddin (Hardware Engineer) will analyze the details given by the Aides and will upload the information in the college website and also to send the Hard Copy to be sent to the UGC office for extension og autonomous extension. The House also asked the IQAC coordinator to give a budget proposal to the college management for the preparation. The Members wanted the IQAC to conduct workshops and seminars for quality enhancement of teachers. The Coordinator readily accepted the proposal. The meeting ended with a vote of Thanks by the IQAC coordinator.

  
30/6/17

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ASSOCIATE PROFESSOR OF ENGLISH  
& HEAD, IQAC & ATTENDANCE CELL  
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30/6/2017

PRINCIPAL  
THE NEW COLLEGE, CHENNAI-14



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## Internal quality Assurance Cell

### IQAC's Meeting with College Officials and Heads of Departments

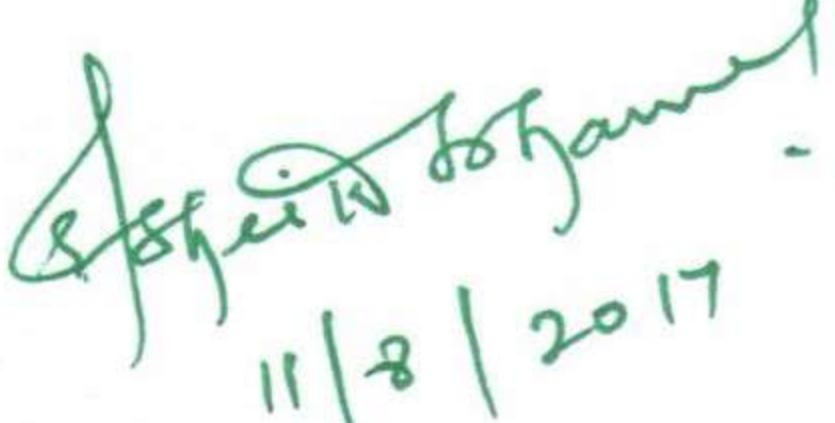
#### Agenda: CIA Test

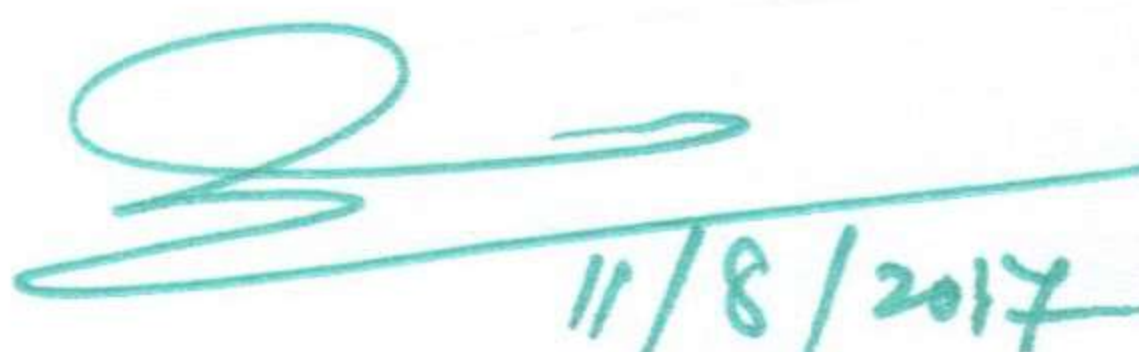
Date: 11-08-2017

Time:10.30 AM

Venue: IQAC Room

The meeting began with an invocation by Prof. Syed A.R. Abdul Lathif, Asst. CoE. Dr. Zahid Husain, The Principal informed the House about the commencement of CIA test from Wednesday 16<sup>th</sup> August and asked the opinion of the Heads. The Coordinator felt that of late students are not taking CIA tests seriously. HoDs said that it is because the students are allowed to leave the exam hall after 30 minutes. The house decided to retain the students at least 1 hour in the examination and motivate them to write the test. The Controller said that only Language, English and allied subjects alone will be centralized and all major examinations will be conducted by the respective departments. IQAC coordinator expressed that when the departments are asked to conduct the test they will be facing a lot of issues like class rooms for effective conduct of the test and also availability of teachers to invigilate. It was supported by the Head of Commerce and by the head of Business administration. It was decided to conduct centralized CIA test for Languages, English and allied subjects on 16<sup>th</sup> 17<sup>th</sup> and 18<sup>th</sup> of August from 9.00 to 11.00 for shift-1 and 2.00 to 4.00 for shift 2. All other tests will be conducted by the respective departments. The Principal asked all the HoDs to inform the students to prepare well and to take the test seriously. Further he asked them to extend their cooperation in the smooth cooperation of the CIA test. The meeting came to a close with a vote of Thanks by the CoE.

  
11/8/2017  
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11/8/2017  
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THE NEW COLLEGE, CHENNAI-14



# The New College (Autonomous) ,Chennai-600014

## Internal quality Assurance Cell

### IQAC's Meeting with Heads of Departments

Date: 23-08-2017

Time:11.30 AM

Venue: IQAC Room

The Principal Dr. Zahid Husain after reciting a few verses from the Holy Quran addressed the gathering. He sought the opinion of the HoDs on the recently concluded CIA test. The HoDs gave mixed response. The centralized exams were conducted effectively; where as the other exams could not be conducted as effectively as the centralized ones. The reasons were shortage of space and invigilators. The IQAC coordinator requested the principal to see the feasibility for conducting the entire CIA test in a centralized manner. The house agreed and the principal said that he will place this matter before the Examination committee for discussion. The Coordinator of IQAC asked about the performance of students in the Tests. The Hods replied that the assessment is in progress. The Coordinator wanted the Heads to arrange for remedial classes for students who have preformed badly in the tests. The Hods agreed to do it after the completion of evaluation. He further requested the Heads to conduct special classes for the students who have arrears in the previous semester. The Hods agreed to do it but asked for class rooms to conduct it. The Principal assured them that he will make all arrangements. The meeting ended with a vote of thanks by the Coordinator of IQAC

*S.A. Sheik Mohamed*  
23/8/17

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*Zahid Husain*  
23/8/2017

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**The New College (Autonomous) ,Chennai-600014**

**Internal quality Assurance Cell**

**IQAC's Meeting with College Officials and Heads of Departments**

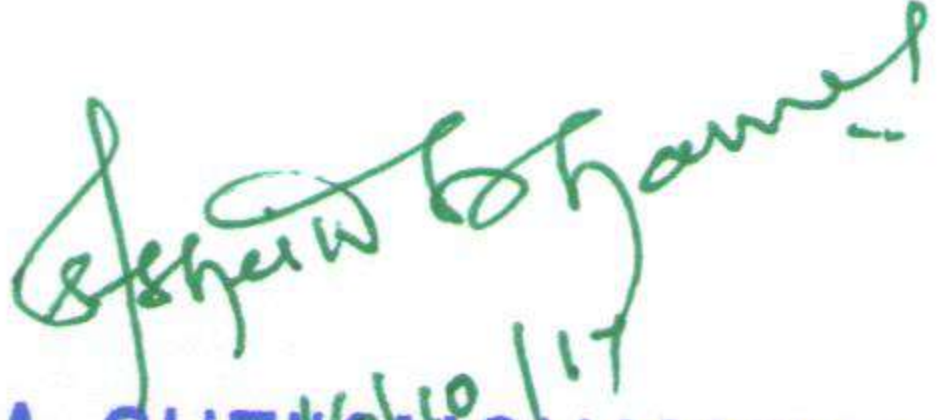
Date:-16-10-17


Time : 12 Noon

IQAC Room

**Agenda:** Practical Examinations, End Semester Theory Examinations

The meeting commenced with the recitation of a few verses from the Holy Quran. Dr. Zahid Husain in his welcome address hinted the aim of the meeting. The CoE wanted all the science departments to conduct practical examination from 23 of October. All preparations are made for the conduct of theory and Practical examinations. The Computer Science and B.C.A. departments want to have two more days for Conducting Practicals and they are asked to start 2 days in advance. The Coordinator IQAC wanted the HoDs to extend their cooperation in the smooth conduct of the End Semester Examinations. He requested the HoDs to go on rounds during the examinations to prevent malpractice inside and outside the Examination Halls. He further asked the HoDs to inform their department staff to refrain from using Mobiles phones while they are invigilating in a hall, also to move around in the Hall than sitting in one place. The HoDs agreed to inform the departments about this and also to come in turns for squad work. Further it was decided to allow late comers upto 30 minutes from the commencement of Examination and no student will be permitted to leave the hall before 30 minutes. It was decided not to allow mobile phones of students inside the hall. All the above points were accepted. The Meeting ended with a vote of Thanks by ACoE Mr. Abdul Lathif

  
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16/10/2017  
PRINCIPAL  
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# The New College (Autonomous), Chennai-600014

## Internal quality Assurance Cell

### IQAC's Meeting with Heads of Departments and College Officials

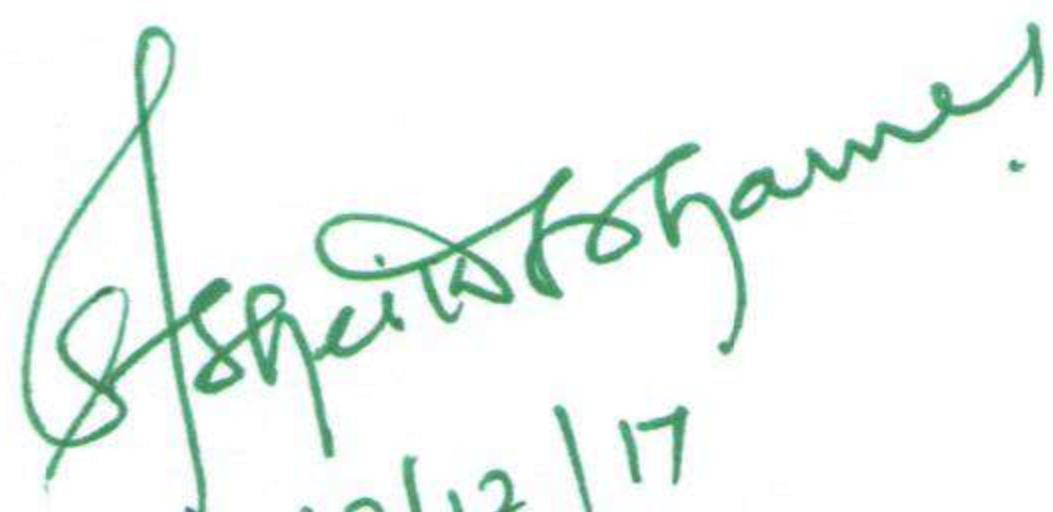
Date:18-12-17

Time: 11:30 AM

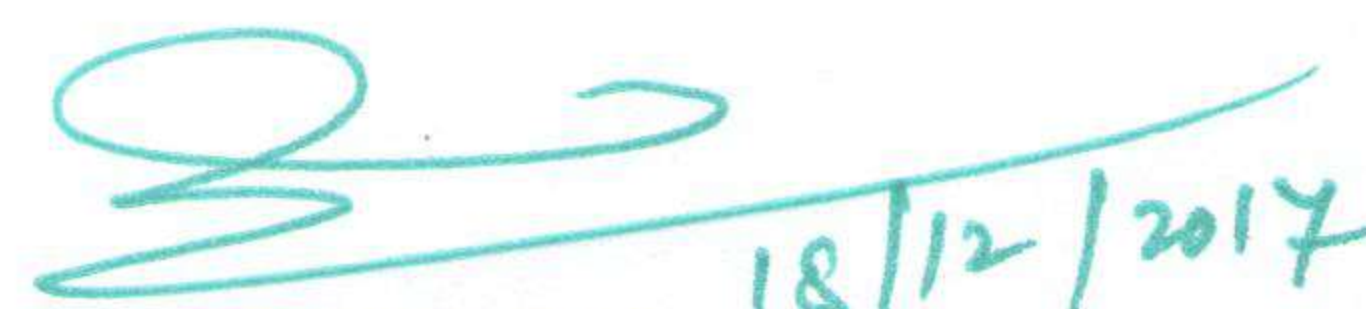
Venue:IQAC

Agenda: Central valuation and Christmas holidays

The Meeting began with the Recitation of a few verses from the holy Quran. The Principal after his welcome address opened the topic of declaring Christmas holidays to the college. He said that there is a request from the University of Madras to declare holidays for Christmas, so that the affiliated college staff members can attend University End Semester Valuation work without any disturbance to the regular functioning of the college. The CoE Prof. Zahir felt that it would delay the start of the college end semester examination work by a week and the valuation work also will be delayed. He further added that except English, Languages and Mathematics all other valuation camps will get over in 3 or 4 days time. The Dy. Warden Dr. Kamal Nasir said that this holiday will disrupt the smooth functioning of the hostel and the hostel boys who go now will return after Pongal holidays, hence their studies will be affected. Dr. Basheer Ahamed said that the students are mature enough to manage such situations and they will cope up with it. The staff association President Dr. Gauthumeeran felt that Christmas vacation in the only time, when all the teachers spend their time with their families, and keeping this in mind only, Christmas vacation was given and he wanted the practice to continue. All the Heads supported the Staff association President. It was further decided to work two Saturdays in January and all Saturdays in February to compensate this additional loss of working days. The members present agreed to this. The IQAC Coordinator Prof. S. Kamaluddin informed the house to submit a copy of the examination valuation offer letters duly signed by the individual teachers and send the same to IQAC office. Further whenever any staff members attend any other duty with the permission of the college, a copy of the same may be given to the IQAC office. The HoDs agreed to follow the instructions of the IQAC Coordinator and will send every offer letter to the Coordinator. The meeting ended with a vote of Thanks by the Dr. Hyder Ali

  
13/12/17

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18/12/2017

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**The New College (Autonomous), Chennai-600014**

**Internal Quality Assurance Cell**

**Meeting with Officials and Vice Presidents of Students Union for Inter Collegiate Fest**

**27 Feb2018**

**IQAC Room**

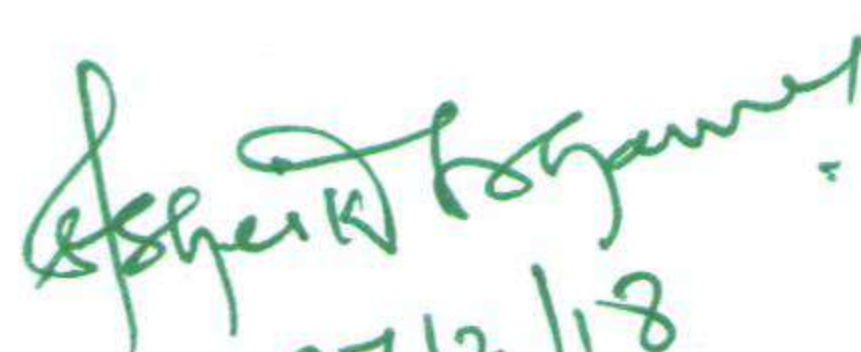
**12:00 Noon**


The meeting commenced with an invocation by Mr. Seyadu Umar Farook, Vice President, and Students' Union Shift II. Dr. Major Zahid Husain, Principal briefed the house about the purpose of the meeting. The meeting was called to discuss the conduct of an Inter Collegiate Talent Fest. Dr. Mohamed Mustafa, Vice President, Students' Union Shift I, said that there will be a lot of issue regarding Students Discipline as the fest is going to be conducted for the first time at an inter college level. Dr. Major Zahid Hussain Principal and Prof. S. A. Sheik Mohamed, IQAC Coordinator said we have the faith in our students that they will keep up our image high as always. Then he suggested allocating the works to different teams, so that fest can be organized in a smooth and successful.

The following committees were constituted by IQAC:

- Discipline committee will be headed by Dr. V. Kamal Nasir, DY. Warden and Prof. M. Ansar and team.
- Registration Committee will be headed by Mr. Seyadu Umar Farook, Vice President, Students' Union Shift II and Team
- Auditorium Maintenance by Vice Presidents of Various sectional associations.
- Hospitality Committee by Dr. A. Hyder Ali, ACoE and team.
- Overall supervision by Heads of the departments.

The house accepted the decisions and vote of thanks was proposed by Dr. Mohamed Mustafa, Vice President, Students' Union Shift I.

  
27/2/18  
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**& HEAD, IQAC & ATTENDANCE CELL**  
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PRINCIPAL 27/02/2018  
**THE NEW COLLEGE, CHENNAI-14**



The New College (Autonomous), Chennai-600014

Internal Quality Assurance Cell

Meeting with Students Union Office Bearers , Student Volunteers and College Officials for

FINUN 2K18

Date:05/03/ 2018

IQAC Room

Time:11:30AM

The meeting commenced with an invocation by Mr. Inamul Hassan, Chairman Students Union Shift-2. Prof. S.A. Sheik Mohamed, Coordinator, IQAC briefed the house the difficulties faced by him and by the officials to get the funds sanctioned. He requested the students union to conduct the Fest in the best possible way without any incidents. He further mentioned that continuing this program in the years to come depends on how they conduct it this year. The office bearers and volunteers assured to give their best support in the smooth conduct of the fest. Prof. M. Ansar of B.Com (CS) briefed the boys about the do and don'ts and he divided them into various groups and assigned duties to them. The Students asked for a food court to be arranged inside the college. Mr. Umar farook said the former Chairman of the students Union Mr. Raheem is running a few restaurants and he has agreed to run the food court in the college. Mr. Nabeel, the Cultural Secretary Shift-2 asked about the cash prize arrangements. Dr. Musthafa, Vice President Shift-1 said he will arrange everything. It was decided to use the women Research scholars to look after the women participants and it was agreed. Mr. Emmanuel, cultural Secretary shift-1 explained the house the programme schedule and also introduced the persons in charge for each event and the house agreed after a little discussion. Dr. Hyder Ali, the hospitality in charge informed the house that box lunch will be given to all volunteers and the department representatives should collect it from the office after 12:30 PM. The students appreciated it. Guests will be taken care by the wing of the Hospitality team. The IQAC Coordinator once again appealed to the students to put their best efforts in the successful conduct of FINUN 2K18. Following Decisions were taken:

- Entry only for Final Year students
- Uniform T Shirt for all the Office bearers
- Special ID cards for Volunteers
- Separate Wrist band for participants

The house accepted the decisions and vote of thanks was proposed by Masuth Ahamed ,  
Chairman Shift-1

*S.A. Sheik Mohamed*  
5/3/18  
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*[Signature]*  
05/03/2018  
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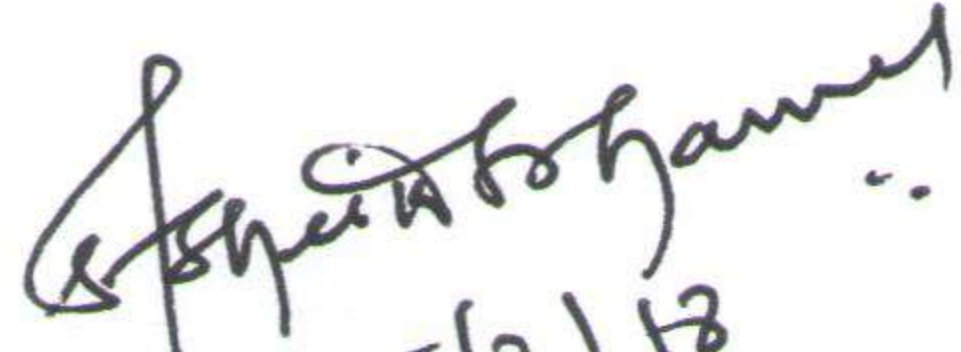
Date:-15-03-18

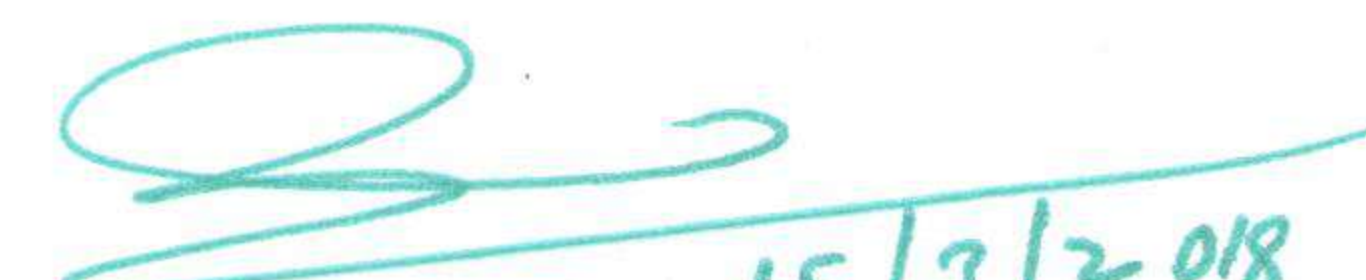
Time : 12 Noon

IQAC Room

**Agenda:** Practical Examinations, End Semester Theory Examinations

The meeting commenced with the recitation of a few verses from the Holy Quran. Dr. Zahid Husain in his welcome address thanked all the Heads for their support in the smooth conduct of FINUN2K18. The CoE wanted all the science departments to conduct practical examination from 19<sup>th</sup> March. All preparations are made for the conduct of theory and Practical examinations. The Computer Science and B.C.A. departments want to have two more days for Conducting Practicals and they were permitted to conduct in a comfortable way. The Coordinator IQAC wanted the HoDs to extend their cooperation in the smooth conduct of the End Semester Examinations. He requested the HoDs to support the examination committee by extending their help to go on rounds during the examinations to prevent malpractice inside and outside the Examination Halls. The Hods agreed to take up squad work in turns and the CoE said they will be given duty letters. He further asked the HoDs to inform their department staff to refrain from using Mobiles phones while they are invigilating in a hall, also to move around in the Hall than sitting in one place. The HoDs agreed to inform the departments about this and also to come in turns for squad work. Further it was decided to allow late comers upto 30 minutes from the commencement of Examination and no student will be permitted to leave the hall before 30 minutes. It was decided not to allow mobile phones of students inside the hall. All the above points were accepted. The Meeting ended with a vote of Thanks by ACoE Dr. Hyder Ali

  
15/3/18  
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PRINCIPAL 15/3/2018  
THE NEW COLLEGE, CHENNAI-14



**The New College (Autonomous) ,Chennai-600014**

**Internal quality Assurance Cell**

**IQAC's Meeting with College Officials and Heads of Departments**

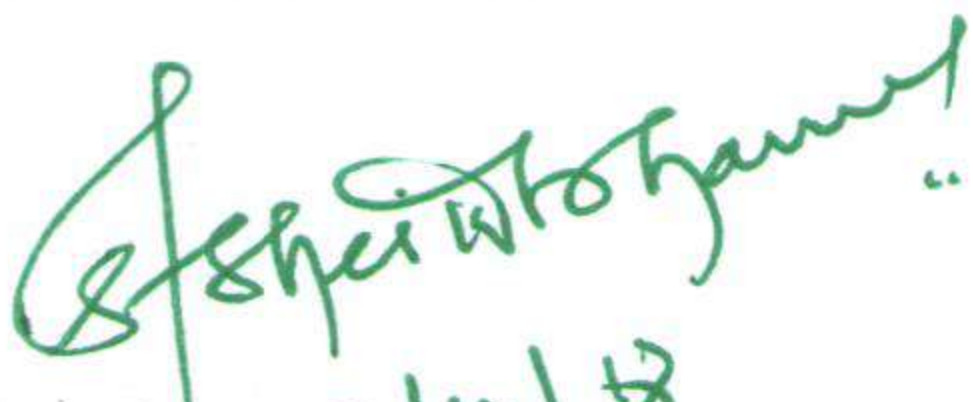
Date:-02-04-18

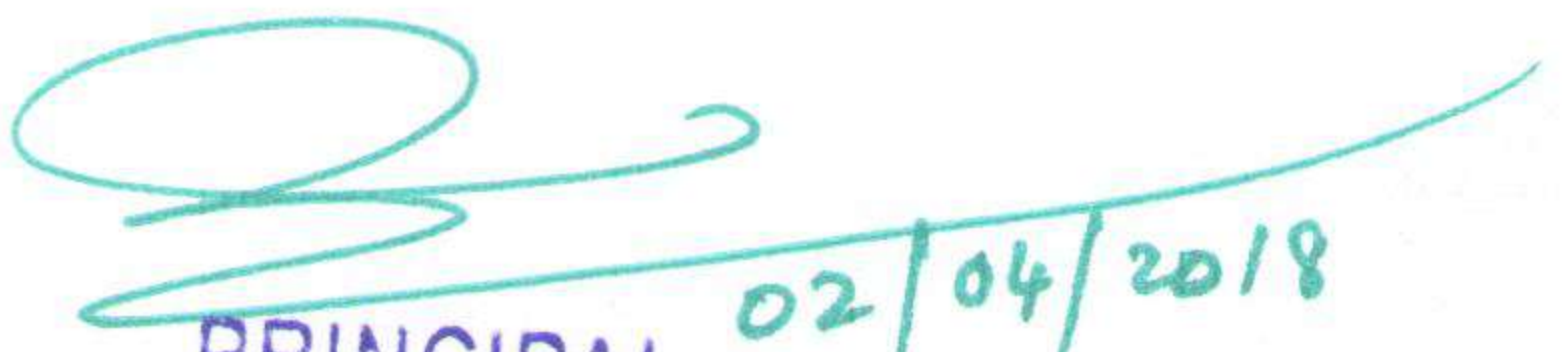
Time : 12 Noon

IQAC Room

**Agenda:** Students Attendance calculation and Hall Ticket issuance

The meeting commenced with the recitation of a few verses from the Holy Quran by Prof Lathif. Dr. Zahid Husain in his welcome address thanked all the Heads for their support in the smooth conduct of various activities in the college during his tenure as Principal. He thanked Dr. Mustafa for all his support in maintain discipline in the campus and also his efforts in streamlining the students parking issues in the college. Dr. Musthafa thanked the principal for giving him a free hand in solving the students parking issues. He also thanked his evening college counterpart for his support. Further Dr. Musthafa presented the attendance issues faced by the Students Union Office Bearers. The house agreed to help the people who really worked for the inter-collegiate programme. They also felt that in the name of FINUN many students stopped attending classes from January on words and such people should not be shown any mercy. The house agreed to help the office bearers and their friends who really helped them in the conduct of the programme in a reasonable way. It was decided to follow the university prescribed norms for attendance. The CoE wanted all CIA marks to reach his office in the first week of April. Hall tickets will be available on line from Wednesday. The office to supply the list of students detained for want of attendance to the Examination team. The usual norms will be followed. He Principal requested all the members to extend their fullest cooperation in the conduct of End Semester examination and help him to complete his tenure in a successful manner. The house assured their fullest support and wished him all the best in his retired life. The IQAC coordinator proposed a vote of Thanks

  
2/4/18  
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02/04/2018  
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