



THE NEW COLLEGE, Chennai -600014

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Sponsored by the Muslim Educational Association of southern India (MEASI)

Accredited by NAAC with 'A' Grade (3rd cycle)

Minutes of IQAC Meeting

Date: 04.06.2021	Time: 4.00 p.m.	Venue: Online (Zoom)
Agenda: Conduct of BOS meeting for all the Departments and Preparation for SSR		

The meeting started with invocation by Mr. Abdul Lathif, COE.

Dr. S. Basheer Ahmed, congratulated Dr. Anvar Sadhath and all the Core committee members in his presidential address for their inexorable efforts to submit AQAR for 2018 – 19 and 2019 – 2020 and for the initiatives taken up for SSR submission.

Dr. Kamal Nasir suggested forming separate committees for i) Data Coordination and the ii) SSR Preparation.

Dr. Anvar Sadhath, Director, IQAC thanked Principal, Vice Principals, Mr. Ashfaque Ahmed Mecca, convener, Deans, HODs and IQAC Aides of all the departments for their help in submitting AQARs for 2018 – 19 and 2019 – 20.

Prof. Sheik Mohamed, Vice Principal (Academics), while responding to Dr. Kamal Nasar's idea of splitting up of two committees to take care of Data Coordination and SSR Preparation, suggested that one committee could give importance to certain areas where data are completely unavailable and the other committee could concentrate on developing the data already available.

Dr. Abdul Razak, Dean of Arts, Dr. Hyder Ali, Deputy Warden, Dr. M. Ansar, Placement Officer, Prof. Lukman, Librarian, and Dr. Mahaboob Basha, Physical Director expressed that they are ready to extend any sort of help from their respective capacities towards submission of SSR. Dr. Ansar enquired about Academic Calendar for the year and Publication of *Al Jadeed*.

Dr. Syed Rafeek Ahamed, Bursar and Dr. J. Sulaiman, Assistant Professor of Commerce, requested to consult senior faculty members while changing IQAC Core.

Dr. J. Sulaiman informed that he is ready to give reports of YRC, Red Cross for 2020 - 2021.



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Dr. Ibrahim Naveed, IQAC Coordinator, expressed his happiness in submitting AQARs for 2018 – 19 and 2019 – 20. Also, he requested to ensure about the completion of BOS meeting of all the departments and the conduct of Academic Council Meeting.

Prof. Sheik Mohamed informed that almost all the Departments have completed the BOS but some are yet to send the reports and syllabus copies to COE and Academic Council Meeting can be arranged by the COE.

Dr. Abdul Khadar, IQAC Coordinator, informed that BOS of his department was completed and the works related to Certificate Courses could be done after the Lockdown.

Dr. Abdul Wahab, Associate Professor expressed his happiness for submitting AQARs occurred in IQAC after Dr. Anvar Sadhath took charge as Director.

Prof. Kaleelur Rahman, Assistant Professor of English, requested that the works could be attended by breaking down them into Metric wise or Criterion wise.

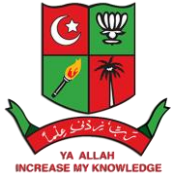
Prof. Sivakumar, Assistant Professor, was also of the same opinion and he mentioned that he is ready along with Dr. Abdul Wahab and Prof. Kaleelur Rahman to take care of 500 words writing work in Qualitative metrics.

Dr. Abdul Jamal, Assistant Professor of Economics and Data Coordination Team member requested the Principal and the Vice Principals not to disturb the present Data Team while creating a new team to look after SSR work.

Prof. Sheik Mohamed assured that the present team would not be disturbed.

Dr. Thodathri, Assistant Professor, came with an idea of uploading the annual reports sent by HODs in the College website. Also, he requested to revive the process of publishing *Al Jadeed*.

Dr. Anvar Sadhath, Director, IQAC summed up that Part A of SSRs for six years from 2015 to 2021 could be done once updating work of the Profile of College and the Profile of each department is complete. He said that a team can focus on writing work and the other team could go ahead with feeding of the data readied now and then. He requested that the Meetings of the



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Statutory Bodies need to be conducted as soon as possible. Further he clarified that there are three vital offices that need to be focused, i.e. - COE Office, College Office and Departments from where most of the data are to be collected for SSR.

The meeting came to an end at 6 p.m. with a vote of thanks by Dr. Anvar Sadath.

Dr. Anvar Sadhath V P
Director, IQAC

Dr. S. Basheer Ahamed
Principal



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Minutes of IQAC Meeting

Date: 04.08.2021	Time: 03.00 p.m.	Venue: IQAC room
Agenda: Seed Grant Presentation and Selection of Recipients		

The meeting started with Invocation by Dr Anvar Sadhath, Director, IQAC.

Dr. Anvar Sadhath thanked Dr. Gulam Mohamed, Dean of Research and all the members of the Selection Committee of Seed Grant for their effective conduct of the Presentation Sessions on 02.08.2021 and 04.08.2021. Also, he expressed his gratitude to the team members for carrying out the process of selection of the research proposals for the award of Seed Grant to carry over the research Projects.

Dr. Gulam Mohamed informed that the Selection Committee involved three Subject Experts; 1. Dr. N. M. Ahamed Ibrahim, Associate Professor of Arabic, 2. Dr. A. Kalilur Rahman, Associate Professor of Chemistry, 3. Dr. Abdul Raheem, Associate Professor of Economics. Also, he announced that after a thorough scrutiny of all the Project Proposals and the selected Researchers were called for giving Oral Presentation about their Research Proposals, where seven faculty members and two PG students had been shortlisted for the Seed Grant by the Management to pursue their project work based on the recommendations of the expert committee of Centre for Multidisciplinary Research & Innovation (CMRI)

The following staff members and students were selected for receiving research seed grant by the college management:

1. Dr. M. Jafar Sadiq Ali, Assistant Professor of Tamil
2. Dr. A. Shahul Hameed, Assistant Professor of English
3. Dr. M.R. Thameem Ansari, Assistant Professor of Arabic
4. Dr. Amzad Basha Kolar, Assistant Professor of Botany
5. Dr. K.M. Sucharitha, Assistant Professor of Biotechnology
6. Dr. M. Abdul Jamal, Assistant Professor of Economics
7. Dr. B. Mahammad Rafee, Assistant Professor of Business Economics
8. Ms. S. Swarna Lekha, I M.Sc., Botany
9. Mr. Ishrah Dharvees, I M.A., Economics

The committee members shared their observations, Comments and suggestions with regard to the presentations of the researchers. The meeting came to an end with vote of thanks.

Dr. Anvar Sadhath V P
Director, IQAC

Dr. S. Basheer Ahamed
Principal



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Minutes of IQAC Meeting

Date: 04.09.2021	Time: 9.15 .a.m.	Venue: IQAC room
Agenda: SSR Preparation Status Review		

The meeting commenced with Invocation by Dr Anvar, Director, IQAC. He welcomed all the members and requested Janab. Ashfaq sahib, Convener of the College, to address the gathering.

Mr. Ashfaq greeted all the members and got everyone introduced. He asked the house about the current status and plan for progress in the preparation of SSR submission.

Dr Anvar, Director, IQAC requested Prof. Akbar Basha and Dr U. Mohamed Rafi, the Data team members to present on screen the excel sheet with the predicted total score expected to be scored out of 1000. It was arrived at with the data collected from all the sections of the college. Also, he observed that the predicted score below the expected levels and urged the team to suggest ways to improve the performance.

Dr Anvar, came out with some ideas and methods to improve the criterion wise score, wherever minimum score was awarded on guess. As requested by Mr. Ashfaq, every one shared their views for the enhancement of the score.

Mr. Ashfaq saheb thanked all members for their contributions and suggested that the guessed scores needed to be still lowered with a view to enabling the team members to work harder to score further more. Also, he mentioned that meetings on all Saturdays from 9 a.m. to 11 a.m. to discuss the progress in the preparation of SSR submission, could be arranged.

Dr Anvar highlighted the importance of providing pavement (marked space) for pedestrians besides arranging for eco-friendly campus.

Mr. Ashfaq Ahamed advised the members to keep the IQAC room clean and tidy and wanted the walls of IQAC room to display different Quotes and Pictures relevant to 5 E's. Also, he put it in a nutshell that three items could be considered as the outcomes/actions required from the present meeting. That is, 1. SSS (Students Satisfaction Survey), 2. Finding out funding agency for Research Projects and 3. Upgrading the IQAC room.

The meeting came to an end with vote of thanks by Dr. Abdul Khadar, Coordinator, IQAC

Dr. Anvar Sadhath V P
Director, IQAC

Dr. S. Basheer Ahamed
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Minutes of IQAC Meeting

Date: 04.10.2021	Time: 2.30 .p.m.	Venue: IQAC
Agenda: Conduct of Online classes and any other matter		

The meeting started at 2.30 p.m. with invocation by Dr. Thameem Ansari, Assistant Professor of Arabic.

Dr. Anvar Sadhath, Director, IQAC informed the house that the college has to commence classes for all UG Classes at least online due to pandemic situation. He suggested that Web admin team needs to create google classrooms for all the UG classes (both shifts) and google classroom codes to be shared to all the respective departments.

Prof. Sheik Mohamed, Vice Principal (Academic) predicted certain problems to be addressed while conducting classes online.

Dr. V. Kamal Nasir, Vice Principal (Administration), ascertained that there will not be any sort of problems in the conduct of online classes

Dr. Anvar Sadhath informed the house that the importance of creating e-content for online teaching that would be useful for the student's community during this pandemic.

Dr. M. Abdul Jamal seconded the opinion of Dr. Anvar Sadhath that e-materials have to be made as early as possible for the benefits of the students.

Dr. Ibraheem Naveed, Coordinator, in any other matter, expressed that it is necessary to conduct many programmes even though it is pandemic situation. He also mentioned that departments can be requested to conduct programmes online.

The meeting came to an end with vote of thanks by Dr. Abdul Khadar, Coordinator, IQAC

Dr. Anvar Sadhath V P
Director, IQAC

Dr. S. Basheer Ahamed
Principal



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Minutes of IQAC Meeting

Date: 21.10.2021	Time: 10.30 .a.m.	Venue: IQAC room
Agenda: Criterion V – Student Support and Progression		

The meeting started with invocation by Mr. S. Mohamed Iqbal, Assistant Professor of Commerce.

Dr. S. Basheer Ahamed, Principal requested the members to highlight the steps taken towards student support and progression.

Prof. S. Mohamed Tariq, Associate Professor of Historical Studies and Criterion V in charge explained the processes that were in progress in Criterion V. Also, he informed that it was understood by the criterion V members that students find difficult in applying for scholarships awarded by different Organisations and most of the students of our college were denied scholarships as the applications were not filled properly by them. Keeping it in mind, the Criterion V team planned to conduct a camp involving some faculty members and staff of the college to help students to get applications for Post Matric Scholarship October 2020 tentatively on 27.10.2020 to 29.10.2020 and make them fill in the presence of faculty members.

Prof. Sheik Mohamed, Vice Principal (Academic) stressed the importance of conducting mock – interview for final year students to enable them to attend interview for jobs in reputed organisations.

Dr. Anvar Sadhath expressed the need for arranging special classes for teaching employability skills and teachers also should be given training for the use of effective methodology of teaching employability skills.

The meeting came to an end with vote of thanks by Dr. M. Abdul Jamal, Asst. Professor of Economics and IQAC Data Team Member.

Dr. Anvar Sadhath V P
Director, IQAC

Dr. S. Basheer Ahamed
Principal



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Minutes of IQAC Meeting

Date: 16.11.2021	Time: 10.30 .a.m.	Venue: IQAC room
Agenda: Preparations for Self-Study Report (SSR)		

The meeting started at 10.30 a.m. with invocation by Dr. Thameem Ansari, Assistant Professor of Arabic.

Dr. S. Basheer Ahamed, Principal, requested the members to highlight the steps taken towards preparation of Self Study Report (SSR).

Prof. Sheik Mohamed, Vice Principal (Academic) informed that before preparing SSR, the data team is to requested to take care of the submission of AQAR for 2020-2021.

Mr. Ashfaque Mecca, convener of the new college asked the members of the team to explain categorically the current status of each criterion. He also asked the team members to inform him about the pending work of the departments and confirmed that he would see to it that the departments come forward to complete all the assignments in time.

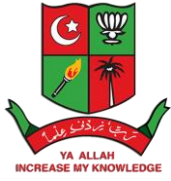
Dr. Anvar Sadhath stated that the AQAR 2020-2021 preparation needs extra care as it is the last AQAR for the period to be mentioned in the SSR. He also requested the Data team members to create google classrooms for all the seven criteria to collect the data related to respective criterion and IQAC Aides could be asked to submit the assignments sent through google classrooms as per the templates. He also requested the web admin team to ensure that all the policies prepared and modified are uploaded in the college website.

Dr. Ibrahim Naveed reiterated the points mentioned by Dr. Anvar Sadhath.

The meeting came to an end with vote of thanks by Dr. Abdul Khadar, Coordinator, IQAC

Dr. Anvar Sadhath V P
Director, IQAC

Dr. S. Basheer Ahamed
Principal



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Minutes of IQAC Meeting

Date: .08.12.2021	Time: 10.30 .a.m.	Venue: IQAC room
Agenda: Research Project Proposals Selected for Seed Grant (2021-2022)		

The meeting commenced with Invocation by Dr Anvar Sadhath, Director, IQAC.

Dr. Anvar Sadhath thanked Dr. Gulam Mohamed, Dean of Research and all the members of the Selection Committee of Seed Grant for their effective conduct of the Presentation Sessions on Presentation for Selection of Faculties and Students for the grant of Seed Money held on 2nd August 2021 & 4th August 2021. Also, he expressed his gratitude to the team members for carrying out the process of selection of the research papers for the award of Seed Grant from the management for the research Projects during the academic year, 2021 – 2022.

Dr. Gulam Mohamed informed that the Selection Committee involved three Subject Experts; 1. Dr. N. M. Ahamed Ibrahim, Associate Professor of Arabic, 2. Dr. A. Kalilur Rahman, Associate Professor of Chemistry, 3. D. Abdul Raheem, Associate Professor of Economics. Also, he pointed out that all the Project Proposals were scrutinized thoroughly and the deserving ones were selected for Oral Presentation in front of the committee, where they had to convince the experts about their Research Proposals and the need for their research work in the present scenario.

He stated the house that the college has received a total of 31 applications from staff and students for the academic year 2021-22. The Experts from Centre for Multidisciplinary Research and Innovation (CMRI) confirmed that based on the merit of the proposals, the following thirteen 13 proposals were found to be eligible for research seed grant.

The details of the shortlisted candidates are as shown below:

S.No.	Name	Title of the project	Seed Grant Recommended by the Expert committee
1	Dr. MUJEEB RAHMAN .K	Arabic Guide for Medical Tourism	30000
2	Mr. HARIS M. N.	Networks, Social Capital and Livelihood of Migrants	20000
3	Dr. THOTHADRI .S	A study on leadership development...	20000
4	Dr. SULAIMAN .J	Empirical study on level of satisfaction...	25000



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5	Dr. MUHAMMED RAFI .U	Synthesis characterization, redox...	40000
6	Dr. SHEIK MOHAMED .S	Assessment of pesticide residue levels...	25000
7	Mr. MOHAMED ADIL HUSSAIN .M	A study on factors determining...	10000
8	Mr. MOHAMMED IBRAHIM .J.H	Role of MSME in poverty...	10000
9	Mr. ABDUL HALEEM	Valorization of food waste...	15000
10	Mr. YUGAN GOKUL M	Site specific ecological risk...	10000
11	Mr. MOTHU PRASAD .G	Synthesis and characterization of...	12000
12	Mr. NOORUL BASAR .A.Y	Silver nanoparticles...	12000
13	Ms. MISBAHUL BATOOL	Titanium dioxide nanoparticles...	12000

Dr. N.M. Ahamed Ibrahim, Associate Professor & Head, Department of Arabic, Dr. A. Kalilur Rahiman, Associate Professor, Department of Chemistry, Dr. A. Abdul Raheem, Associate Professor, Department of Economics, Dr. M. Asrar Sheriff, Associate Professor & Head, Department of Zoology and Dr. Anvar Sadhath, Associate Professor of English & Director of IQAC were the committee members. They shared their observations, comments and suggestions for the benefit of the researchers.

The meeting came to an end with a vote of thanks by Dr. T. Abdul Kadhar, Coordinator, IQAC.

Dr. Anvar Sadhath V P
Director, IQAC

Dr. S. Basheer Ahamed
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Minutes of IQAC Meeting

Date: 12.01.2022	Time: 11.00 .a.m.	Venue: IQAC room
Agenda: Programms / activities initiated by IQAC and IIEC		

The meeting was started at 11.00 a.m. with invocation by Dr. Ibrahim Naveed, Coordinator, IQAC.

Dr. S. Basheer Ahamed, Principal, announced the house happily that salary for the Management staff (both teaching and non - teaching) was revised in November 2021 with retrospective effect from April 2021.

Prof. Sheik Mohamed, Vice Principal (Academic) added that the salary revision arrears were also paid in November 2021.

Dr. Kamal Nasir, Vice-Principal (Administration) asked the members to highlight on the activities conducted and the initiatives taken by IIEC and other Committees of the College. Also, he stated that Dr. Anvar Sadhath, Director, IQAC could mention about the programme initiated by IQAC.

Dr. Anvar Sadhath announced that the IQAC conducted a special lecture for the Shift II students on the "Role of Education in Gender Sensitisation" as part of the series of lectures on sensitizing students on Gender Equity. Also, he mentioned that Dr. K Santhakumari, Senior Advocate, Madras High Court was the resource person for the Programme. He stated that IQAC conducted a meeting of IQAC-Aides of all the departments on 21.12.2021, where the status of the Criterion – I data collection was discussed. He highlighted that an orientation programme was conducted on 28.12.2021 on NAAC and NIRF to members of the Student Council 2021-2022 by IQAC besides conducting a Mock SSS (Student Satisfaction Survey) on 29.12.21.

Further, Dr. Anvar Sadhath informed that the IQAC honoured faculty members from various departments, who contributed extraordinarily for NAAC accreditation in 18 different categories as part of the Teachers' Day celebrations, 2021. He was so proud to bring to the notice of the house that it was first of its kind and the Department and the members, who received the



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Certificates of Appreciation were immensely happy towards the grateful act. At the closure of his talk, he announced that the IQAC planned to conduct Academic Audits in all the departments probably from 9 March to 14 March 2022.

Dr. Nizam Mohideen, Director, IIEC, announced that the Innovation, Incubation and Entrepreneurship Cell (IIEC) of The New College organised a Two-day IPR Workshop for students and faculty members of the New College on 1st and 2nd of December 2021. Also, he stated that on 8.12.21 “Dare to Dream” an awareness programme for students was conducted besides an Entrepreneurial Motivating Talk on 08.12.2021. He mentioned that IIEC of The New College conducted a hands-on Training Workshop on “Phenyl Preparation” for the benefit of women Self Help Group near the college and Female Non-Teaching Staff of the College on 21.12.2021.

Dr. Nizam Mohideen stated that IIEC and the Department of Business Administration are going to jointly organise a Webinar on “Entrepreneurship Skills, Attitude, and Behavioural Development” possibly on 25.01.2022. Also, he mentioned that IIEC along with the Department of Computer Applications planned to jointly organise a Webinar on 27.01.2022 on “Design Thinking” in association with IEDP-EDII, University of Madras and also another Webinar on Business model canvas on 28.01.22. He added that there was yet another plan to have an Exposure Visit to IIT Incubation Centre on 28.01.2022.

The meeting came to an end with a vote of thanks by Dr. T. Abdul Kadhar, Coordinator, IQAC.

Dr. Anvar Sadhath V P
Director, IQAC

Dr. S. Basheer Ahamed
Principal



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Minutes of IQAC Meeting

Date: 16.03.2022	Time: 11.00 .a.m.	Venue: IQAC room
Agenda: Review of Activities held in the college and Programmes conducted by IQAC		

The meeting started at 11.00 a.m. with recitation of a few verses from holy Quran by Dr. Ibrahim Naveed, Coordinator, IQAC.

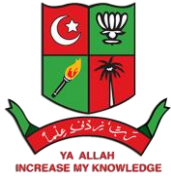
Dr. S. Basheer Ahamed, Principal, greeted the Vice-Principals, the Coordinators of IQAC, the Data Team members and all the IQAC Aides and enquired about the activities that happened in their respective departments.

Prof. Sheik Mohamed, Vice Principal (Academic) informed happily that Dr. N. M. Ahamed Ibrahim, Head of the Department of Arabic, was nominated by the Governor of Tamil Nadu as a Member of the Academic Council of the University of Madras for a period of three years. Also he informed that a meeting of the Academic Council was held on 12.02.2022.

Dr. Kamal Nasir, Vice-Principal (Administration) mentioned that MEASI Meals Scheme, needs to be resumed and hence a Circular would be sent to all the departments requesting for a list of poor and deserving beneficiaries for the scheme as the scheme was discontinued earlier due to the COVID pandemic situation. Also, he expressed with happiness that Mushroom Cultivation Unit of the college was officially opened by the Hon. Secretary on 07.01.2022. The PG Department of Botany started harvesting and selling Oyster Mushrooms produced in the Mushroom Cultivation Unit.

Dr. Anvar, Sadhath, Director, IQAC announced that the college conducted an Energy, Green and Environment Audit on 30.12.2021. Two faculty members from Kongu Engineering College, Erode, served as auditors. Also, he expressed his happiness in submitting the Data for NIRF-2021 on 11.02.2022 with the help of all the members.

Dr. Anvar Sadhath informed that the IQAC conducted an online awareness campaign to promote MOOC courses on 16.01.2022. Also, he brought to the notice that a Review of the NIRF data was conducted by the IQAC on 21.01.2022 by Dr. Kamal Nasir, Vice-Principal Administration, and the correctness of the data compiled was assessed. He announced that 250



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faculty members of the college registered as experts on the Vidwan database of UGC in February 2022. He thanked all the people involved in conducting the Internal Academic Audit in all the departments from 9th March to 14th March 2022. Also, he mentioned that there was a proposal to conduct an External Academic Audit in all the departments possibly on 22nd and 24th March 2022, where some experienced faculty members from different colleges within and outside Chennai would be contacted to serve as Auditors.

The Meeting came to an end with the vote of thanks by Dr. T. Abdul Kadhar, Coordinator, IQAC

Dr. Anvar Sadhath V P
Director, IQAC

Dr. S. Basheer Ahamed
Principal