

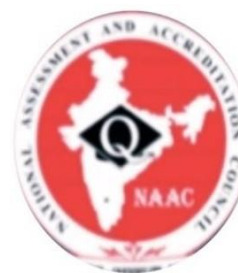


**WAVOO WAJEEHA WOMEN'S COLLEGE
OF ARTS & SCIENCE - KAYALPATNAM**

(Affiliated to Manonmanium Sundaranar University, Tirunelveli)

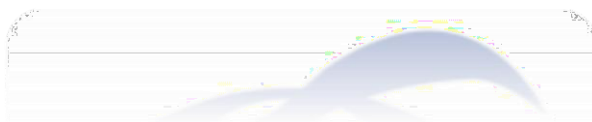
Run by : Wavoo SAR Educational Trust

(minority institution)



INTERNAL QUALITY ASSURANCE CELL

ANNUAL REPORT 2022-2023



Internal Quality Assurance Cell (IQAC) Report – 2022-2023

Our institution's Internal Quality Assurance Cell (IQAC) has been working relentlessly to ensure and enhance education quality and overall academic excellence. IQAC has undertaken several initiatives to improve education quality in 2022-2023. During the year, IQAC conducted nearly 16 meetings with criteria heads, NAAC coordinators, and the principal Madam to discuss various aspects of quality assurance. The meetings were held to ensure that each department maintained the necessary files and documents to support the quality assurance process.

The meetings were instrumental in identifying areas of improvement, discussing solutions, and implementing changes to enhance education quality. The discussions focused on curriculum development, student feedback mechanisms, infrastructure facilities, research and extension activities, and overall academic excellence.

On 16.06.2022, an IQAC meeting was held with management members, Secretary, Assistant Secretary, Criterion heads, the NAAC coordinator, and Principal in attendance. The meeting discussed the drawbacks and missing information in each criterion. The Criteria information was also to be presented in Powerpoint Presentation.

During the meeting, the criteria heads presented their criteria information, highlighting strengths and weaknesses. The NAAC coordinator provided insights into NAAC accreditation requirements, and management members and Principal shared their perspectives on the presentation.

Several points were raised during the meeting, including the need for more data and evidence to support the claims made in the presentation. Additionally, criteria must align with the institution's goals and objectives.

On August 4th, 2022, a meeting was held in the IQAC room at 12.00 am for the IQAC coordinator, Assistant IQAC coordinator, and all criteria heads. The meeting was to discuss several significant matters related to the university, including placement details and the one-rupee scheme was discussed. The IQAC Coordinator emphasized the importance of providing the most suitable placement opportunities for students. He directed all heads to

ensure a smooth and efficient process. The IQAC Coordinator presented the details of the "One Rupee Scheme" which is an initiative to provide financial assistance to students from economically weaker sections. The scheme was well received by all members, and it was decided to implement it in the current academic year.

On September 9th, 2022, an IQAC meeting was held in the IQAC room with the IQAC Co-ordinator, Assist Co-ordinator, and all Criteria heads to discuss NAAC accreditation. The NAAC members discussed the current status of the accreditation process and decided to work continuously for the next 45 days to complete the required work.

During the meeting, the IQAC coordinator presented a detailed work plan. This included a timeline for completing various tasks accreditation task. The plan included activities such as data collection, analysis, and documentation. It also included drafting the self-study report and preparing for the peer team visit.

An IQAC meeting was held in the IQAC room on 12.09.2022 at 10.00 am. The meeting was attended by the IQAC coordinator, Assistant coordinator, Ist Criteria Head, IIIrd Criteria Head, and VIIth Criteria Head. The meeting was to discuss various aspects of college website updating. In addition, the meeting discussed project report details, feedback forms from students regarding the curriculum, and the green audit report.

On 22.09.2022, a meeting of the Internal Quality Assurance Cell (IQAC) was held in the institution's principal's room. The meeting was attended by the NAAC Coordinator, Assistant Coordinator, and heads of the 4th, 5th, and 6th criteria. The main agenda of the meeting was to discuss the internal audit report of the 4th, 5th, and 6th criteria. During the meeting, the IQAC members examined the internal audit report findings and identified areas for improvement. The members also discussed ways to address the issues identified in the report. They also discussed ways to ensure the institution meets the NAAC criteria.

The Internal Quality Assurance Cell (IQAC) met in the principal's room on 23.09.2022 at 10:00 AM. The meeting was attended by the IQAC coordinator, Assistant coordinator, Ist Criteria Head, 2nd Criteria Head, 5th Criteria Head, and 7th Criteria Head. Meeting objectives included strengthening criteria parameters for scoring more marks.

During the meeting, the attendees discussed the current criteria parameters and identified areas for improvement. They also shared their ideas on how to strengthen the

criteria parameters to score more marks. The attendees agreed to work together to develop a plan to improve the criteria parameters.

On 1st October 2022, an IQAC meeting was held in the ICT Hall at 10.30 am. The meeting was attended by the principal, the IQAC coordinator, and the Asst. IQAC Co-ordinator, 1st Criteria Head, and committee members.

During the meeting, committee members discussed the 1st Criteria presentation. The presentation was reviewed, and members were asked to collect feedback from alumni. They are asked to include the YouTube link and PPT presentation in the coursework notes

The meeting also discussed the introduction of add-on courses and extra credit courses for students. The committee members discussed the benefits of these courses, such as providing students with an opportunity to gain additional knowledge and skills beyond their regular coursework. It was decided that these courses would be offered to students in the upcoming academic year. The committee members were asked to develop a course curriculum for these courses.

The IQAC meeting was held on 1st November 2022 in the principal's room. The participants discussed various issues related to the workload, timetable, and bending work of the criteria. The following decisions were taken during the meeting: The participants discussed the bending work of the criteria and agreed that it needs to be completed as soon as possible. They decided to allocate specific tasks to each member of the criteria and set deadlines for completion.

On 10.11.2022 at 11.45 am, the IQAC met in the principal's room. Principal Madam, IQAC coordinator, assistant IQAC coordinator, and all criteria heads attended. In addition to the internal audit report of criteria, the department vision and mission, the logo, add-on courses, and the academic calendar were discussed at the meeting.

On Jan 11th, 2023, an IQAC meeting was held in the ICT hall at 2.50 pm. The meeting was attended by several esteemed individuals and Dr. Mrs. V. Rama, the institution's principal. Dr. A. Syed Mohamed, the IQAC coordinator at Sadakathullah Appa College. Mrs. S.A. Rahmath Ameena Begum, IQAC coordinator, and Dr. Mrs. J. Sugantham Parimala, Assistant IQAC coordinator. All criteria heads from each department would also be present

**Wavoo Wajeeha Women's College of Arts and Science,
Kaylapatnam
Annual Report 2022-2023**

S.No	Date	Event	Resource Person	Participants	Venue
1	03.10.2022	FDP	Dr.Leena Jeneffa, Innovation Ambassador and Associate professor , Veltech Rangarajan Dr.Sagunthala R& D institute of Science and Technology, Avadi	Principal , IQAC Coordinator, Asst IQAC coordinator,All Criteria heads,3rd criteria members(36)	Google Meet
2	11.01.2023	An IQAC meeting was held with management	Dr.A.Syed Mohamed., IQAC Co-ordinaor of Sadakathullah Appa College.	Principal , IQAC Coordinator, Asst IQAC coordinator,All Criteria heads, Librarian, Office Suprintendent, Accountant(15)	ICT Hall
3	16.06.2022	An IQAC meeting was held with management	Secretary ,Asst.Secretary and Management Members	Principal , IQAC Coordinator, Asst IQAC coordinator, All Criteria heads and members(64)	ICT Hall
4	04.08.2022	Review Meeting	—	Principal , IQAC Coordinator, Asst IQAC coordinator,All Criteria heads (10)	IQAC room
5	09.09.2022	Review Meeting	—	Principal , IQAC Coordinator, Asst IQAC coordinator,All Criteria heads (10)	IQAC room
6	12.09.2022	Review Meeting	—	IQAC Coordinator, Asst IQAC coordinator, Ist, 3rd, 4th and 7th Criteria Heads ,6	IQAC room
7	22.09.2022	Review Meeting	—	IQAC Coordinator, Asst IQAC coordinator, 4th, 5th,6th and 7th Criteria Heads (6)	IQAC room
8	23.09.2022	Review Meeting	—	IQAC Coordinator, Asst IQAC coordinator, All criteria heads(10)	IQAC room

9	28 & 29.09.2022	National Level Colloquial	Dr.B.Vaikundaselvan , Excutive Director, NGI-TBI, Coimbatore, Dr.P.T.Vijayarajakumar, Nehru Institute of Engineering and Technology, Mr.Prateek Shrivastava, Patent Attorney, Madhyapradesh	BBA students and Entrepreneurs (270)	ICT Hall
10	30.09.2022	Review Meeting	—	IQAC Coordinator, Asst IQAC coordinator, All criteria heads(10)	IQAC room
11	01.10.2022	Review Meeting	—	Principal , IQAC Coordinator, Asst IQAC coordinator, Criteria head and members (37)	ICT Hall
12	10.10.2022	Review Meeting	—	Principal,IQAC Coordinator, Asst IQAC coordinator, All criteria heads(10)	Principal room
13	20.10.2022	Review Meeting	—	Principal,IQAC Coordinator, Asst IQAC coordinator, All criteria heads(10)	Principal room
14	01.11.2022	Review Meeting	—	IQAC Coordinator, Asst IQAC coordinator, 1st criteria head and members(13)	Principal room
15	10.11.2022	Review Meeting	—	Principal,IQAC Coordinator, Asst IQAC coordinator, All criteria heads(10)	Principal room
16	07.02.2023	Review Meeting	—	Principal,IQAC Coordinator, Asst.IQAC coordinator, All criteria heads(10)	Principal room
17.	02.05.2023	Crash Course	Free Courses are baking Aerobic, bridal make up, Silambam and dress designing	Plus two Completed Students (53)	College Campus

The meeting was primarily to discuss and improve the file status of each department. This was in preparation for applying for NAAC accreditation as early as possible. The meeting attendees deliberated on various strategies and plans to ensure the timely and successful completion of the accreditation process.

The meeting was conducted collaboratively and interactively, with each individual contributing their expertise and insights. The discussions were insightful, and several

suggestions were made to improve the quality of NAAC files and documents quality. Overall, the meeting was productive. The attendees left with a clear understanding of the steps to ensure our institution's accreditation.

FDP on innovative techniques in research methodology on 3.10.2022

An online Faculty Development Program (FDP) on innovative techniques in research methodology was conducted at Wavoo Wajeeha Women's College of Arts and Science and IQAC on 3rd October 2022. The FDP was conducted via the Google Meet platform from 10 a.m. to 12 p.m. The program's objective was to create awareness among faculty members about the relevance and importance of innovative techniques in research methodology in education. OBE is a student-centered approach that focuses on defining learning outcomes and assessing whether students have achieved them. The FDP was attended by nearly 45 assistant professors and department heads. Mrs. Ameena welcomed the chief guest and participants.



The poster is for a Faculty Development Program (FDP) on innovative techniques in research methodology. It features a dark blue background with a yellow circular cutout on the right side showing a portrait of Dr. Leena Jenefa. The text is white and yellow. Logos for Wavoo Wajeeha Women's College and IQAC are at the top. A 'Click here' button is at the bottom right.

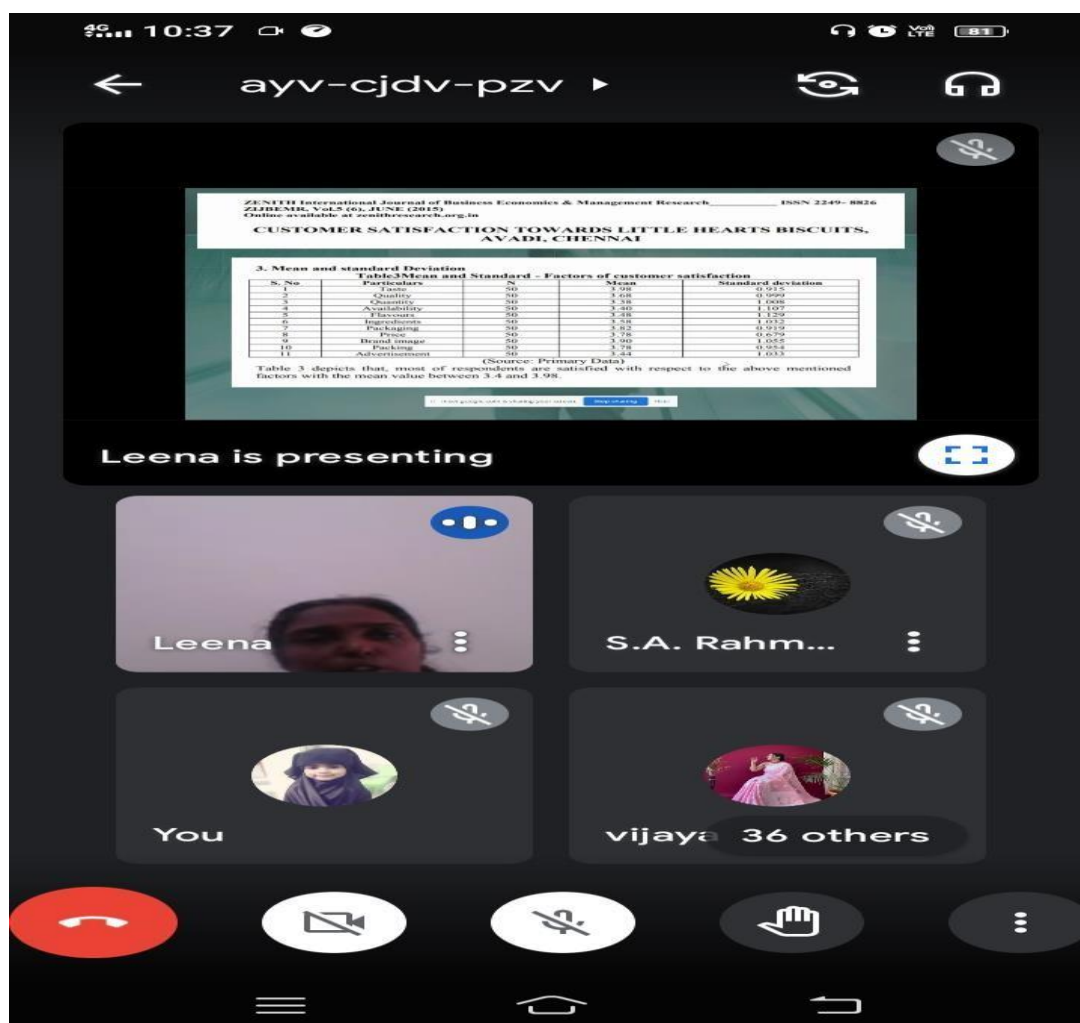
Wavoo Wajeeha Women's College
of Arts and Science, kayalpatnam.
Run by : Wavoo SAR Educational Trust
(Affiliated to Manonmaniam Sundaranar University)

**&
IQAC**
Organizes
*FACULTY DEVELOPMENT PROGRAM (FDP)
ON
Innovative Techniques in Research Methodology*

Dr. Leena Jenefa
Innovation Ambassador and
Associate Professor,
Department of Management Studies
Vel Tech Rangarajan Dr. Sagunthala
R&D Institute of Science and
Technology,
Avadi,
CHENNAI

Click here
Webinar on
(03 10 2022) Monday
@ 10 a.m

Dr. Leena Jenefa, Innovation Ambassador and Associate Professor, Department of Management Studies, Vel Tech, Avadi was the resource person for the Faculty Development Program (FDP) on innovative research methodology and techniques, which was conducted at Wavoo Wajeeha Women's College of Arts and Sciences and IQAC on 3rd October 2022. As an expert in this area, she shared her knowledge and expertise with the attendees during the FDP.



During the FDP, Dr. Leena Jenefa presented the principles and practices of new research methodology techniques, as well as their benefits and challenges. Innovative techniques in research methodology refer to creative and unique approaches to conducting research that can lead to more accurate and reliable results. By using innovative techniques, researchers can overcome common challenges in research such as bias, subjectivity, and errors.

Dr. Leena discussed various innovative research methodology techniques, including mixed-method research, case study research, and action research. She also talked about the benefits of using these techniques, such as the ability to obtain more detailed and comprehensive data. She also talked about the challenges involved in implementing them, such as the need for specialized skills and knowledge. At the end of the FDP, Dr. J. Sugantham Parimala proposed a vote of thanks to the resource person and participants.

Overall, the FDP on innovative techniques in research methodology aimed to create awareness among faculty members about the relevance and importance of these techniques in higher education. By equipping faculty members with the knowledge and skills to use innovative techniques in their research, the program hopes to improve the quality and accuracy of research in the field.

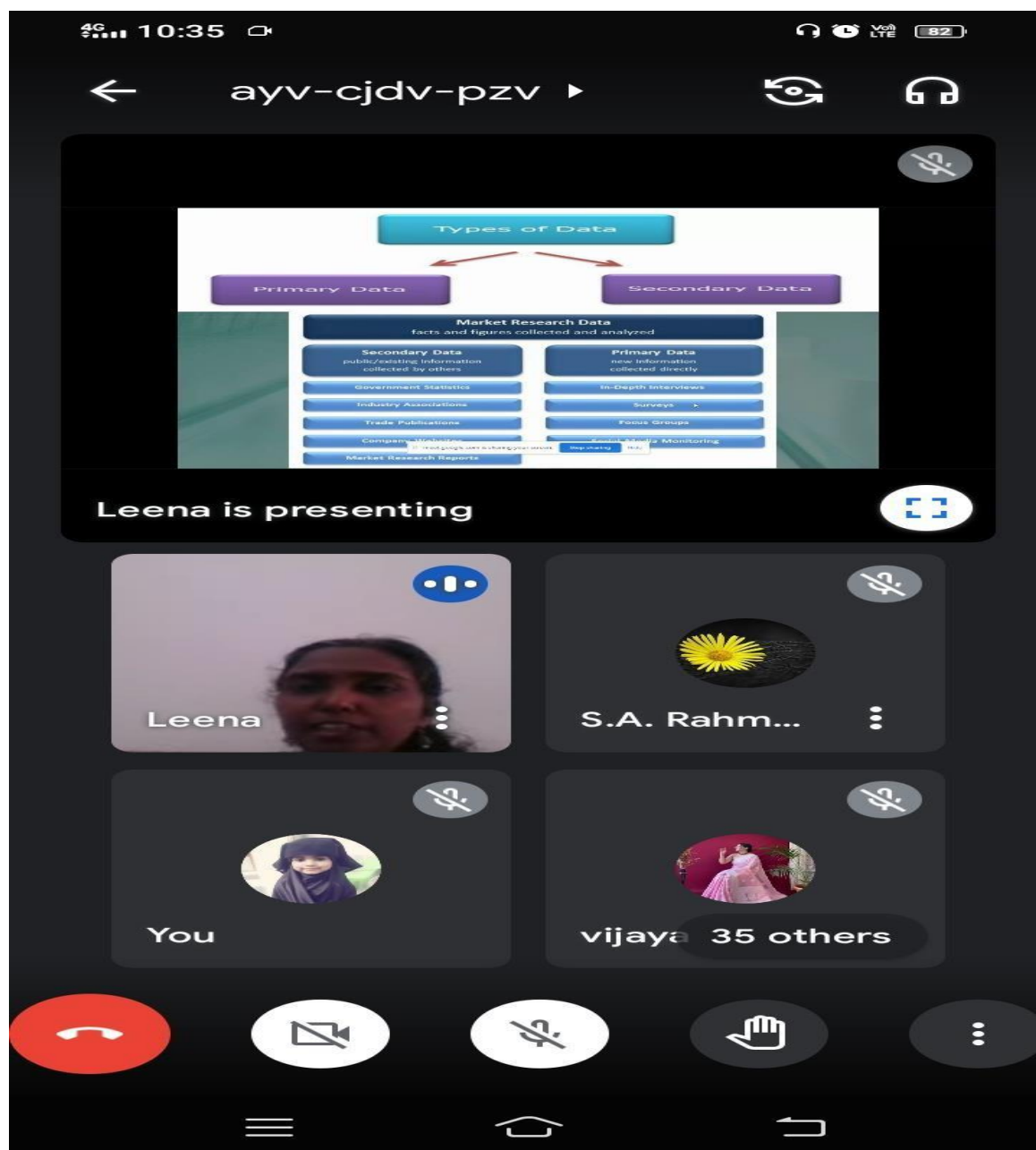
Faculty Development Program (FDP) on Outcome-Based Education (OBE).

An online Faculty Development Program (FDP) on Outcome-Based Education (OBE) was organised at Wavoo Wajeeha Women's College of Arts and Sciences and IQAC on 23rd April 2023. The FDP was conducted via the Google Meet platform from 11 a.m. to 12 p.m. The objective of the program was to create awareness among faculty members about the relevance and importance of Outcome-Based Education (OBE) in higher education. OBE is a student-centered approach that focuses on defining learning outcomes and assessing whether students have achieved them. The program aims to equip faculty members with the knowledge and skills to implement OBE in their teaching practices.

The FDP was attended by nearly 50 assistant professors and department heads. Mrs.S.A.Rahmath Ameena Begum, IQAC Coordinator , Head and Asst.Professor, Dept of Business Administration, opened the FDP with a prayer and Miss. V.P. Anushiya, Assistant Professor of Business Administration,welcomed everyone. After that, Dr.J.Sugantham Parimala, Assistant Professor of Economics introduced the chief guest.

Dr. Leena Jenefa, Innovation Ambassador and Associate Professor, Department of Management Studies, Vel Tech, Avadi was the FDP's resource. She is an expert in OBE and has conducted several workshops and training programs for faculty members across the country. During the FDP, Dr. Leena Jenefa presented OBE principles and practices, benefits, and challenges. She also shared examples of how OBE has been successfully implemented in various institutions.

The program was well-received by participants, who actively engaged in the discussion and raised several questions and concerns. Dr. Leena Jenefa addressed these queries and provided practical solutions to help participants overcome the challenges of implementing OBE in their teaching practices.



Toward the end of the program, Mrs. Rahmat Ameena Begum, Assistant Professor, and head, of the Department of Business Administration, proposed a vote of thanks to the resource person and participants. She thanked Dr. Leena Jenefa, for sharing her knowledge and expertise on OBE and the participants for their active participation. She also expressed her hope that the knowledge gained from the FDP would be effectively implemented by the

participants in their teaching practices. Overall, the FDP on OBE was a successful program that helped create awareness among faculty members about the relevance and importance of OBE in higher education. It equipped them with the knowledge and skills to implement OBE in their teaching practices. The participants appreciated the resource person's valuable insights and practical solutions.



We organized a three-day crash course in collaboration with our Internal Quality Assurance Cell (IQAC) on our college campus from May 3 to May 5, 2023. The course was designed for school students and covered topics such as baking, dress-designing, aerobics, silambam, and shuttle. Classes were held from 10:00 AM to 12:30 PM each day."

The course aimed to provide a practical understanding of these subjects and encourage students to pursue their interests and hobbies. Fifty three students from a variety of schools participated in the course, which was held on our campus. The students were enthusiastic and eager to learn various skills, and the faculty and staff were equally excited to teach them. The three-day crash course was a huge success, and the students thoroughly enjoyed the experience.




The course provided an excellent opportunity for students to learn various skills and gain practical knowledge of numerous subjects. We were able to ensure the quality and standards of the course by collaborating with the IQAC of our college. The feedback received from students and parents was overwhelmingly positive, and we look forward to conducting similar courses

We want to express our sincere gratitude to our management members, principal madam, IQAC members, and criterion heads. We appreciate their unwavering cooperation and support in academic excellence. Your valuable input and guidance have helped us implement various quality initiatives and achieve our objectives. Your contribution to the institution's development and improvement is genuinely appreciated. We are proud to be part of a team that values collaboration, innovation, and excellence. Your support for IQAC has been invaluable, and we look forward to continuing our fruitful association. Thank you for being so cooperative and we hope to succeed together in the coming years."


IQAC Coordinator


Asst. IQAC Coordinator


Principal
PRINCIPAL
WAVOO WAJEEHA WOMEN'S COLL
OF ARTS AND SCIENCE
Tiruchendur Road, Kayalpatnam - 628 2
Thoothukudi Dist., Tamil Nadu.