

IQAC

MINUTES BOOK

(2018-2019)



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PRINCIPAL  
Jamia Nadwiyya Arts And Science College  
Swalah Nagar  
Edavanna - Pin: 676 541



## IQAC Meeting Minutes

Venue:- Principal chamber

Date - 13 June 2018

The meeting was called to order by the Principal.

### Agenda

- Constitution of IQAC as recommended by UAC
- Any other relevant matters

The Principal welcomed all the members to the meeting.

### Members Present

1. Pooelha. KA
2. Sreejith. M
3. Shaji. M
4. Aneesha. V-P
5. Sauthi. V. S.
6. Shameel. V
7. Farash. PT
8. Nashin Barbera -
9. Abdul J
10. Nile. R



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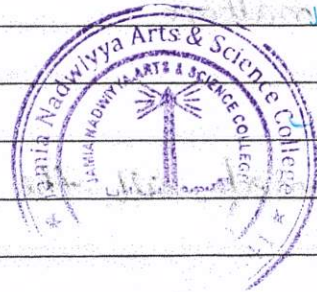
Decisions

Principal's report 1401

- The composition of IQAC was finalised and the duties were explained by the principal.
- The first meeting of IQAC in the academic year 2018-19 is to be scheduled on 13-07-2018. and it should be intimated to the members.

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Members Present:

- 1. Principal
- 2. ...
- 3. ...
- 4. ...
- 5. ...
- 6. ...
- 7. ...
- 8. ...
- 9. ...
- 10. ...



Meeting Minutes.

Venue - Principal chamber

Date - 13-july 2018

Time. - 2.00 pm

The meeting was called to order by the Principal.

Agenda

- Introduction of the new IQAC members
- plan for upcoming quality assurance activities
- Current status of institution and further quality enhancements.
- NAAC awareness session
- Yearly action plan.

Members Present

1. Preetha. K A
2. Sreejith. M.
3. Shaji. M
4. Shameel. V
5. Aneesha. V. P
6. Rajna.
7. Farash
8. Abdul Jassik
9. Sonthi

*Preetha*

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10. Faisal - N

Decisions

- Minutes of the previous meeting was read and confirmed.
- The new NAAC members introduced themselves and shared their backgrounds and role within the institution.
- Plan for upcoming quality assurance activities were discussed including performance evaluation
- It was decided to analyse/review the current status of the institution. A committee was formed for the same.
- It was decided to look for further quality enhancements in the campus.
- It was decided to conduct a NAAC awareness session for teaching and Non-teaching staff.
- It was decided to make yearly action



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## IQAC Meeting Minutes

Venue - Principal chamber.

Date - 24-9-2018

Time - 11.30 am

The Meeting was called to order by the Principal.

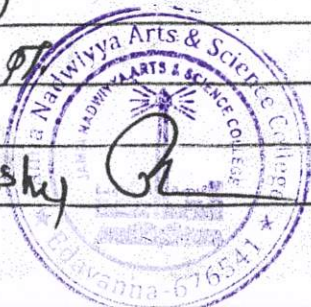
### Agenda

- Reading and approval of previous meeting minutes
- Induction programme for students
- Certificate course, value-added course
- extension activities and other outreach programmes.

### Members Present

1. Preetha. KA
2. Sreejith. M
3. Anesha. V.P
4. Santhi. V.S
5. Abdul Jassik.
6. Shaji. M
7. Farash. P
8. Rajna.
9. Mike Rocky

*Preetha*



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10. Transation E

Decisions

- The minutes of the previous IQAC meeting was read and confirmed.
- It was decided to provide induction programme to the students.
- It was decided to include more certificate courses and add-on courses.
- It was decided to add more skill-enhancement courses to increase the competency of the students.
- Departments should submit the syllabus with course hours and course coordinator names to IQAC.
- It was decided to engage students in more extension activities and outreach activities to bring positive transformation in the behaviors of the students.



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## Meeting Minutes

Venue - Seminars Hall

Date - 20 November 2018

The meeting was called to order by The Principal.

### Agenda

- Reading and approval of previous meeting minutes
- faculty development programme, professional development programme
- Annual requirements of departments.
- Measures to improve and strengthen teaching-learning process.
- ICT based learning system

### Members Present

1. Preetha. KA.
2. Sreejith. M
3. Aneesh. V.P
4. Nashin Bacheer
5. Shaneeel
6. Shaji
7. Senthil. V.S

*Preetha*

*[Signature]*



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8. Fasih. A
9. Abdul Jasik.
10. Rajna
11. Faisal. W

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### Decisions and Discussions

- The minutes of previous IOAC meeting was read and confirmed.
- It was decided to take initiative to organize professional development programme, faculty development programme, Training programmes for Teaching and Non-teaching Staff.
- Departments should submit annual requirements such as lab requirements, library books, which will be ~~can~~ verified and compiled by the IOAC and will be submitted to the management for further proceedings.
- It was instructed that teachers should identify the learning levels of students and take appropriate measures to strengthen teaching - learning process.
- It was decided to provide a session for the teachers for the effective providing proper guidance for the effective use of ICT based learning system.



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## Meeting Minutes

Venue - Principal chamber

Date - 18-01-2019

The meeting was called to order by  
The Principal.

### Agenda

- Reading and approval of the previous meeting minutes
- Result analysis for each departments.
- Internal examination
- Career guidance class for the first year students
- Study tours / industrial visits

### Members Present

1. Preetha. KA.
2. Sreejith. M
3. Shaji. M
4. Aneesha. V. P
5. Senthil
6. Nasir Bashir
7. Farash
8. Abdul Jaseel
9. Rajna


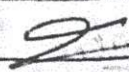
*Preetha*

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10. M. K. Roshay 
11. Faisal - N 

### Discussions and Decisions

- The minute of previous meeting was read by the co-ordinator and the committee members confirmed the same.
- All departments are advised to do result analysis of the students.
- They are instructed to submit the result analysis report to the staff council and to the Principal in this week without any fail.
- It was decided to conduct internal examination of even semesters. Internal exam cell was given the charge of the same.
- Internal exam date was fixed.
- It was decided to provide career guidance class for final year students.
- Instructions and guidelines of industrial visit and study tour were explained by the Principal.



  
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## Meeting Minutes

Venue - Principal chamber

Date - 19 March 2019

Time - 2.00 pm

The meeting was called to order by  
The Principal

### Agenda

- Reading and Approval of previous meeting minutes
- Annual report presentation.
- Action plan preparation for the next year
- Annual stock verification and of library computer lab.
- other relevant matters.

### Members present

1. Preetha. KA
2. Sreejith. M
3. Shaji. M
4. Rajna
5. Smiti. V. S
6. Shameel. V
7. Anusha. V. P
8. Farash. P

*Principal*

*[Signatures]*





To Mr. R. S. Kumar  
 10. Training

### Discussions and Decisions

- The minutes of previous IQAC meeting was read and confirmed.
- Annual reports of all departments were presented
- It was decided to make / set up the new action plan for the coming academic year
- Annual stock verification was conducted and its report was read in the meeting
- It was decided to fulfill all the necessary requirements of each department as early as possible



Principal  
 Jamia Nadwiyya - Arts and Science College  
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