

IQAC

Meeting Minutes Book

(2019-2020)



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

IQAC Meeting Minutes

Venue - Principal chamber.

Date - 17 June 2019

The meeting was called to order by the Principal. The meeting was held in Principal chamber on 17th June 2019.

Agenda

- Action plan of the academic year 2019-2020
- Induction and Bridge Course.
- Scholarships for the students
- Proposed activities and programmes by each department.

Members Present

1. Preetha. KA
2. Sreejith. M
3. Shaji. M
4. Aneesha. V.P
5. Farash. PT
6. Nasir Barber.
7. Shaneez
8. Smith. V.S

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 Swalah Nagar
 Edavanna - Pin. 676 541

9. Rajna ~~Raja~~

Discussions and Decisions

- Principal welcomed all the members present in the meeting. And Principal explained the duty of IQAC to all the members.
- The action plan of the academic year was analysed and suggestions were noted.
- It was decided to give proper guidance to the students regarding scholarships.
- The office had entrusted with the duty of giving support to students for the application and other procedures regarding scholarships.
- Each department was requested to the list of proposed programmes and activities of this academic year.
- All HOD's are requested to present the aforementioned in the next IQAC meeting.



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Meeting Minutes

Venue - Principal chamber

Date - 11 July 2019

The meeting was called to order by
The Principal.

Agenda

- Reading and approval of the previous meeting minutes
- Post-bridge test course test
- Anti-ragging awareness class to students.
- Constitution of Discipline Committee.
- Presentation of proposed programmes and coming activities.

Members Present

1. Preetha K.A.

Preetha

2. Sreejith M

3. Shaji M

4. Aneesha V.P

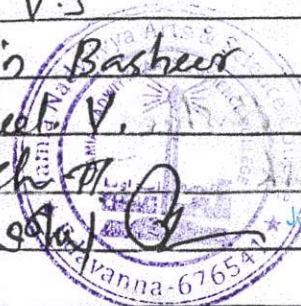
5. Smithi V.S

6. Nasha Basheer

7. Shameel V.

8. Farash M

9. M.K. Resha



Principal
PRINCIPAL

Jamia Nadwiyya Arts And Science
Swalah Nacar

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9. Abdul Jasik

10. Rajna

~~Peeya~~

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Discussions & Decisions

- The minutes of previous COAC meeting was read and confirmed.
- It was decided to conduct a post-bridge course test to the students, to analyse their competency in the subject.
- All the departments are requested to do necessary actions for the smooth organization of post-bridge course exams.
- It was decided to conduct an Anti-ragging awareness class, in light of the admission of the first year students.
- Mr. Sreejith M (HOD of English department) was entrusted with the duty of Anti-ragging cell.
- The Discipline Committee of the academic year (2019-20) was restructured.

The selected Members for the discipline committee are :-

1. Mrs Preetba KA
2. Mr Sreejith M (HOD English)
3. Mr Shaji M
4. Mrs Rajana
5. Mrs Nisha
6. Mr Abduljassik



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- proposed programme / activity lists were presented by each departments.
- Estimated date and time was suggested by the committee for the smooth conduct of the programme.

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IQAC Meeting Minutes

Venue - Principal chamber

Date - 16 - 9 - 2019

The meeting was called to order by
The Principal.

Agenda

- Reading and approval of the minutes of previous IQAC meeting.
- Result analysis of UG and PG students
- Mentor-mentee allocation
- Attendance of students.

Members Present

- 1. Preetha. K A
- 2. Sreejith. M
- 3. Shaji. M
- 4. Aneesha. V.P
- 5. Sonthi. V-S
- 6. Rajna
- 7. Abdul Jassid
- 8. Shanzeel. V
- 9. Nashin
- 10. Inasah
- 11. Mike. Roy

Baella

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Decisions

- The meeting minutes of previous IQAC meeting was read and confirmed
- The programme results of the college was analysed by the HOD's and remedial measure was suggested by IQAC
- The new mentor-mentee allocation will be completed by this month (2nd year and final year students)
- Mentor-mentee allocation of the first year students will be completed by the next month. It should be done considering mentors from English and language
- It was decided to maintain proper/strict attendance report of the students.



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IQAC Meeting Minutes

Venue - Seminar Room

Date - 27-11-2019

The meeting was called to order by The Principal.

Agenda

- Reading and approval of previous meeting minutes
- PTA meeting
- Feedback collection from parents, alumni and employers about the curriculum for the academic year 2019-20

Members Present

1. Preetha . KA
2. Sreejith . M
3. Aneesha . V . P
4. Shaji . M
5. Rajna
6. Sonthi . V . S
7. Farash . P
8. Abdul
9. M.K. Rocky

Preetha



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Discussions and Decisions

- The minutes of previous PTA meeting was read and confirmed.
- It was decided to conduct a PTA meeting.
- The Date for PTA meeting was fixed (18th Dec)
- It was decided to collect feedbacks from parents, alumni, and employers about the curriculum for the academic year 2019-20
- Mr. Farash (faculty of commerce) was entrusted with the duty of collecting feedbacks



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Member Present

1	Parent K.A
2	Parent M.
3	Parent V.P
4	Parent M.
5	Parent R.
6	Parent K.S
7	Parent M.
8	Parent M.
9	Parent M.

Meeting Minutes

Venue - Principal chamber

Date - 12 February 2020

Time - 1.30 pm

The meeting was called to order by
The Principal

Agenda

- Reading and approval of the minutes of previous IAC meeting
- Result analysis of the third semester
- Various plans to identify slow learners and advanced learners.
- Remedial measures to improve the result of the students

Members Present

1. Preetha. K. A.
2. Sreejith. M
3. Sheji. M
4. Aneesha. P
5. Soudh. S
6. Rajin. S
7. Parvath. A



Principal

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8. Nasir Bashir
 9. Abdul Jassid
 10. Milkay

Nasir

Discussions and Decisions

- The minutes of previous IQAC meeting was read and confirmed.
- It was decided to analyse the third semester results. The same should be presented by the Head of the departments.
- Department heads discussed various plans formulated to identify advanced and slow learners.
- Remedial coaching for the slow learners should be conducted on regular basis.
- Recommended to charge the uniform pattern to management representation and the same to be discussed in management meeting.



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