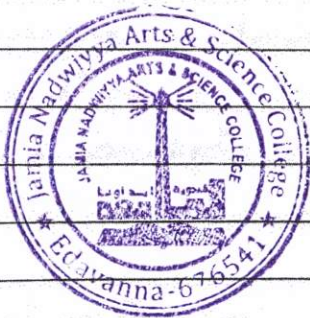
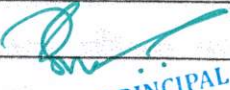


IQAC

MINUTES BOOK

(2020-2021)




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

IQAC Meeting Minutes

VENUE - Google meet

DATE - 20-05-2020

The meeting was called to order by the Principal

Agenda

- Covid-19 Pandemic situation
- Online teaching during Pandemic situation
- Guidelines for digital learning
- External Examination protocols during the Pandemic situation
- Academic calendar of the year (2020-21) preparation of master timetable
- Result analysis of the pass-out batch

Members Present

1. Preettha. K.A.
2. Sreejith. M
3. Srutbi. V.S
4. Shaji. M
5. Rajna.
6. Aneesh
7. Abdul Tasik
8. Fasah



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9. Adil Akhbar, Swalahi

10. Prof. Abdul Azeez

11. Husainath

12. Thasna Kramhikkal

Discussions and Decisions

- The principal informed that the college will be closed due to Covid 19 Pandemic till the next circular from the university.
- All the faculty members should follow the guidelines for digital learning.
- It was decided to continue the classes through Online platform.
- The Chairman appreciated the initiative taken by faculty regarding online teaching.
- It was strongly recommended that faculty members should keep updating their skills for online teaching.
- Protocols were discussed for conducting the internal examinations.
- Management took an initiative to buy thermal scanner and sanitizer for college.
- It was decided to give proper guidelines to the students through an official notice.
- It was decided to prepare an academic calendar for 2020-21 and class wise



master timetable

- Possibilities and limitations of online teaching and learning were discussed. Several remedies and suggestions were also noted regarding the same.
- The committee suggested that, Google classroom as one of the best online platforms, which could be used for assisting the teaching learning process
- A brief discussion on result analysis was done by the members.



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Eduwanna - Pin. 616 541

Meeting Minutes

Venue - Google Meet

Date - 18-06-2020

The meeting was called to order by the principal.

Agenda

- Reading and approval of previous meeting minutes
- Academic calendar: challenges
- webinars by various departments.
- mento-mentee meetings
- Co-curricular activity
- Awareness class to students regarding Online class.

Members Present

1. Preetba. K.A.
2. Sreejith. M
3. Aneesha. V.P.
4. Smriti. V.S.
5. Rajna.



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6. Abdul Jassir / M. part 55M

7. Fasah P.T

8. Shaji M

9. Abdul Rouf

10. Shaji. P.C

11. Shifana. K.P.

Discussions & Decisions

→ The minutes of the previous meeting was read and confirmed

→ Due to the Pandemic situation, the academic calendar ~~now~~ is subject to major change. faculties expressed their opinions and queries regarding the same.

→ It was decided to conduct webinars by various departments.

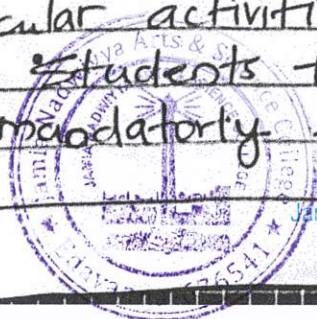
→ Department heads are instructed to take initiatives for webinar.

→ The online classes are to be monitored by the respective Heads.

→ It was decided to organise mentor-meetee meetings through online.

→ It was decided to make ~~at~~ increase the students participation in co-curricular activities.

→ Students to be instructed to mandatorily enroll in any one club.



- The prepared academic calendar was analysed
- It was decided to conduct a webinar session for students for the efficient learning through online.

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Meeting Minutes

Venue - Google meet

Date - 07/09/2020

The meeting was called to order by the Principal

Agenda

- Reading and approval of previous meeting minutes
- Internal examination and assessment
- Students' participation in online presentation
- Digital learning resources
- FDP

Members Present

1. Preetba. K.A.
2. Sreejith. M
3. Shaji.M
4. Farash. P.T
5. Aneesba. Y.P
6. Sowthi. Y.S
7. Shifana. K.P
8. Abdul Rouf



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Edavanna - Pin: 676 541

9. Abdul Jasil
10. Rajana
11. Nasrin Barbeer
12. Shameel. V.

Discussions & Decisions

- Minutes of Previous IQAC was read and confirmed
- It was decided to conduct internal examination and assessment through online.
- The cell encouraged faculties and students to ensure their participation in online presentation.
- It was decided to conduct university examination as per university regulations
- It was discussed and decided to use digital learning resources maximum.
- It was decided to conduct 3-day online faculty development programme



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Meeting Minutes

Venue - Principal chamber

Date - 19 November 2020

The meeting was called to order by the Principal

Agenda

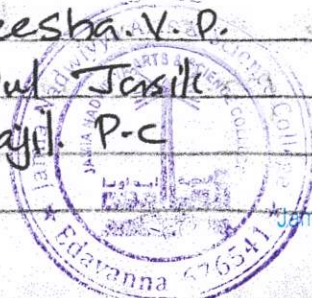
- Reading and approval of previous meeting minutes
- Annual report submission
- Student feedback on digital-learning experience
- Teacher's feedback
- NAAC orientation session.
- Annual report presentation

Members Present

1. Pooeltha. KA
2. Sreejith. M
3. Sruthi. V.S
4. Shameel. V.
5. Aneesha. V.P.
6. Abdul Jassir
7. Shaji. P.C

Pooeltha

[Signature]



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8. Shaji. M

9. Rajana.

10. Shifana. K.P.

Discussions & Decisions

→ The minutes of the previous IQAC meeting was read and the same was confirmed by the members

→ It was decided to submit the annual report the coming month.

→ Therefore All the departments are requested to do the necessary action.

→ It was decided to collect student feedbacks on their digital learning experience.

- Mr. Abdul Jasik (Faculty of Commerce) is entrusted with the duty of collecting feedback from students.

→ It was also decided to collect Teacher's feedback on digital teaching method.

→ It was also decided to record the marks of online assignments and online seminar presentation of students



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→ It was decided to provide a NAAC orientation session to all the faculty members.

→ All the departments are requested to submit the annual report of this academic year.



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