

## IQAC Meeting Minutes

Venue - Google Meet  
Date - 26. May 2021

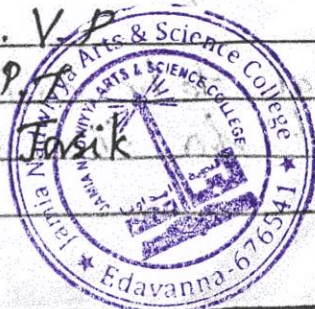
The meeting was called to order by  
The Principal.

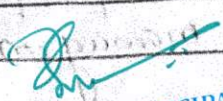
### Agenda

- Semester plan of the academic year (2021-2022)
- Online classes during this pandemic Covid-19
- Mentoring and counselling of the students.
- Faculty development programme
- renovation of infrastructural facility
- Certificate courses / Add on courses / Value added courses and its syllabus.
- Skill development courses
- Remedial coaching classes.

### Members Present

1. Preetha. K. A.
2. Sreejith. M
3. Shaji. M
4. Aneetha. V. P
5. Fasah. P
6. Abdul Jassik



  
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7. Rajana
8. Shifana. K.P
9. Shajil. P.C
10. Senthil. V.S

### Discussions and Decisions

→ It was decided to prepare and submit semester plan for the academic year 2021-2022.

→ It was decided to continue the online classes as the pandemic situation / lockdown is going on.

→ It was decided to strengthen mentoring and counselling activity.

→ mentors were instructed to use online platform to interact with their Mentees.

→ It was also insisted that the mentors should interact with their mentees on regular basis.

→ It was decided to conduct a faculty development programme.

→ The feedback of the previous year's online workshop was collected and analysed. The feedbacks were very encouraging.

→ A proposal to be submitted to the management for the renovation and



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beautification of the campus and also to improve infrastructural facilities.

→ It was decided to prepare syllabus and course hours for Certificate courses / Add on courses and value added courses

→ It was decided to encourage skill development courses including softskills / life skills and professional skills

→ It was discussed and decided to continue remedial & coaching classes for slow learners

→ It was decided to prepare academic calendar for 2021-2022 and classwise master timetable.

→ Mr Shaji.M was assigned with the responsibility of preparing master timetable.



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## Meeting Minutes

Venue - Google Meet

Date - 14 July 2024

The Meeting was called to order by The Principal.

### Agenda

- Reading and approval of previous meeting minutes.
- Analysis of online teaching and learning
- Organisation of webinars through online
- Challenges in the first year students' admission during the pandemic period.
- Other online learning, teaching materials and resources

### Members Present

1. Preetha. KA
2. Sreejith. M
3. Shaji. M
4. Aneetha. K.P
5. Sonthe. V.S



*[Signature]*  
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6. Adil Alheef Swalaha
7. Prof Abdul Azeez
8. Faisal N

### Discussions & Decisions

- The minutes of the previous online IQAC meeting was read and confirmed.
- It was decided to analyse various aspects of online teaching and learning method during the lockdown days.
- It was also decided to take necessary actions to improve the efficiency of teaching and learning.
- Online webinars to be conducted. It was decided to ensure the participation of the students in these webinars.
- The challenges and limitation during the first year admissions were discussed and suggestions were noted.
- It was decided to collect and use other online learning materials efficiently.



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## IQAC Meeting Minutes

Venue - Google meet

Date - 23.9.2020.

The meeting was called to order by  
The Principal.

### Agenda

- Reading and approval of previous meeting minutes.
- Covid-19 protocols and guidelines to students
- Department wise programme / event list
- A webinar on career guidance
- Present faculty profile updation
- External examination and guidelines

### Members Present

1. Preetba. K.A.

2. Sreejith. M

3. Shaji. M

4. Aneecha. V.P

5. Abdul

6. Farash. P.I



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7. M.K. Reshmi

8. Shanthi vs

### Discussions & Decisions

- The minutes of previous IQAC meeting was read and confirmed by the committee
- The protocols and guidelines for offline classes after the Pandemic was discussed
- It was decided to place a sanitize bottle at the college entrance
- All the HOD's are entrusted to give proper guidelines to the students of their respective departments.
- It was decided to conduct a webinar on career guidance to the final year students
- All the HOD's are requested to update their present faculty profile
- External / university examination guidelines are discussed
- All HOD's are requested to submit department wise programme chart as soon as possible



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## Meeting Minutes

Venue - Principal chamber

Date - 15-12-2020

The meeting was called to order by  
The Principal.

### Agenda

- Reading and approval of previous meeting minutes.
- NAAC orientation session to faculties
- A meeting with management and IQAC team
- Alumni registration
- Discipline committee members
- A webinar on IPR
- Club activities.


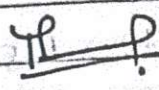
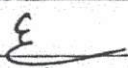
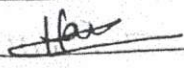
### Members Present

1. Pooeltha K. A.
2. Siregith M.
3. Anesha V.P.
4. Sandhi V.S.
5. Farash P.



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M.R. Shree   
 Thasna.   
 Faisal   
 Hafsaath 

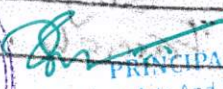
### Discussions & Decisions

- The minutes of previous IQAC meeting was read and confirmed.
- It was decided to conduct a NAAC orientation session to the faculty members.
- A meeting with management and IQAC team was planned. A date was scheduled for the same.
- It was decided to continue the Alumni registration efficiently before the 'Mega Alumni meet'.
- It was decided to appoint staffs for discipline committee to maintain the discipline of the campus.
- The members for discipline committee were selected in the same meeting.

The appointed Members are:-

1. Mrs. Preetha KA
2. Shagnika
3. Sharnet
4. Anvesha VP



  
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5. Shajid. P C
6. Abdul Jasik
7. Soutbi. V-S

→ It was decided to conduct a webinar on IPR.

→ It was also decided the various club activities list to be submitted to the staff council. All the departments and clubs are instructed to plan efficiently for the same.



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## Meeting Minutes

Venue - Principal chamber.

Date - 15-02-2022

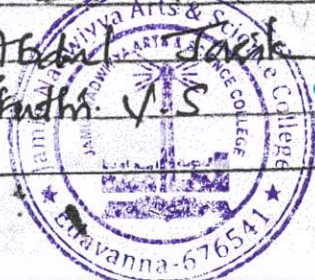
The meeting was called to order by  
The Principal.

### Agenda

- Reading and approval of the previous meeting minutes
- Alumni registration
- Department diary, Mentoring register class diary
- Feedback Collection from students
- Postion completion status
- Interaction of faculty members
- Annual Academic Audit

### Members Present

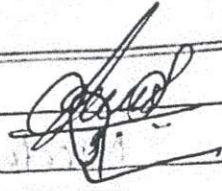
1. Procella. K.A.
2. Sreejith. M
3. Shaji. M
4. Anusha. V.P
5. Abhinav. J.
6. Sridhi. V.S



Procella  
Sreejith  
Shaji  
Anusha  
Abhinav  
Sridhi



1. Farash PT
2. M.K. R. 38/11



### Discussions & Decisions

- The minutes of previous IQAC meeting was read and the same was confirmed by the committee
- IQAC appreciated the faculties in charge of Alumni registration. It was also decided to conduct the Alumni meet
- All the HOD's are requested to maintain and prepare mentoring diary (register department diary and class diary)
- It was decided to collect feedbacks from the students regarding teaching.
  - Mr. Shajil. P.C. was appointed in charge of collecting feedbacks
- All the departments and faculties are instructed to submit their portion completion status to The Principal
- IQAC has planned a programme for faculty interaction
- It was decided to conduct Annual academic audit by the next month

