

# IQAC

## Meeting Minutes

(2022-2023)



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PRINCIPAL

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



## IQAC Meeting Minutes

Venue - 23 IQAC room

Date - 23 June 2022

Minutes of the meeting of IQAC conducted on 22/6/2022 in the academic year 2022-2023.

The meeting was called to order by the Principal. He welcomed all the members of the meeting.

### Agenda

- Constitution of IQAC Members
- Discuss about the induction programme for the newly joined students
- Provide Bridge Course to the students
- Yearly action-plan evaluation
- IQAC action plan Discussion.

### Members Present

1. Dr. K. Seelikkanya
2. Abhilash T
3. Shajil P.C
4. Preetha KA
5. Shaji M
6. Suresh M
7. Aneesh V.P
8. Sharheel V
9. Shahana U.P



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## Discussions and Decisions

- The composition of IQAC was finalised and duties were explained by the Principal
- It was decided to conduct Induction programme and Bridge Course to the students in the month of August.
- HODs were given the duty of conducting Induction programme, faculties were assigned with the duty of organising Bridge Course.
- A post bridge course exam is to be conducted after the course.
- Yearly action plan was discussed and evaluated. Suggestions and opinions were noted.
- IQAC action plan was discussed and was approved by the Principal.
- Mr. Srejith M appointed as IQAC Coordinator.
- Criteria wise duties Assigned

Criteria I → Mrs Rajana

II → Mr Farash

III → Mr Jasik

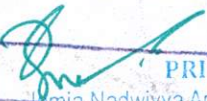
IV → Mrs Shrutthi V.S

V → Mr. Shaji

VI → Mr Shajil P.C

VII → Mrs. Preetha K.A.



  
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## Meeting Minutes

Venue - Principal's chamber

Date - 26/7/2022

Jamia Nadwiyya arts and science college IQAC conducted its second meeting of the academic year 2022-23 on 26/7/2022

The meeting was called to the order by the Principal

### Agenda

- Reading and approval of previous meeting minutes
- Submission of Semester plan
- Introduction of value added courses and add-on courses/certificate courses
- Introduction of skill development courses
- Remedial coaching classes for the slow learners.

### Members Present

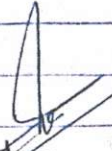


1. Dr. K. Sreedikrishnan
2. Shajil P.C
3. Preetha KA
4. M. Iyassvelan
5. Aneesh V.P
6. Sojith M
7. Shahana V.P



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7. Shaji. M  
8. AFNAN'A  
9. Shameel. V

### Decisions

- The minutes of the previous meeting was read and approved.
- It was decided to submit a semester plan by each departments. The semester plan should include various programmes and events planned by the department.
- It was decided to provide various certificate courses and value added course for the students and faculties were appointed by WAC committee with the charge of the same.
- It was decided to prepare syllabus of certificate courses in departments.
- It was emphasised that skill development courses should be encouraged, and which includes soft skills / life skills and professional skills.
- It was discussed and decided to conduct and continue remedial coaching classes for 'slow' learners for every department.



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## Meeting Minutes

Venue - Principal's chamber  
Date - 18 August 2022

The meeting minutes of IATC meeting conducted on 18/08/2022 in the academic year 2022-2023

The meeting was called to order by the Principal

### Agenda

- Reading and approval of previous meeting minutes.
- Conducting programmes by various departments on gender, equality, professional ethics.
- Career guidance programme for the final year students.
- Gandhi Jayanthi Celebrations and programmes related with the same
- Alumni registration and Alumni meet
- constitution of discipline committee.

### Members Present

1. Dr. K. Seethikrishna
2. Prof. Abdul Azeed P
3. Gopika
4. Shajil P.C
5. Aneesha V.P



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6. Preetba-KA

7. Sajith.M

8. Shameel.V

9. Shaji.M

Basil




### Discussions and Decisions

- Minutes of previous meeting was read by coordinator and it is approved by the members present in the meeting.
- It was decided to conduct various programmes by each department on gender equality and professional ethics etc.
- It was decided to conduct a webinar or a seminar if possible on Career guidance for the final year students.
- IQAC suggested to conduct a year long programme in connection with Ramdhan Jayanthi. Such as Eloution competitions, poster making competitions, collage making competition. All the department heads and club and committees are requested to plan for the same.
- According to the discussion done in the meeting, it was decided to complete Alumni registration in this month itself.
- It was decided to appoint staff in corridors and other areas in the campus to maintain discipline among the students.



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## Meeting Minutes

Venue - Seminar Hall

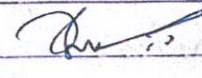



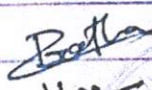

Date - 27/ September 2022

The meeting was called to order by the Principal.


### Agenda

- Reading and approval of previous meeting minutes
- Mentoring of the students and maintaining a mentor-mentee register
- Feedback collection from students regarding teaching
- Curriculum feedback from faculties
- ICT enabled classroom.

### Members Present


1. Dr. K. Seethakrishna 
2. Gopika 
3. Farah. T.
4. Abdul Jazib.
5. Shajil. p.c. 
6. Aneesha. v.p. 
7. Rajna.
8. Preetha. K.A. 
9. Jimshida KV 



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9. Shaji. M
10. Sajith. M
12. Jimshide
13. Juvairiya

  
Jim  
Juvairiya

### Discussions and Decisions

- Minutes of the previous IQAC meeting was read and confirmed by the members.
- It was decided to strengthen mentoring system in the campus thereby encourage <sup>healthy</sup> relationship of students <sup>with</sup> and teachers.
- It was also decided to keep a proper record of mentor-mentee meeting and the counselling session. The history and the action taken by the mentor and the difficulties of the mentee is to be noted and recorded.
- It was decided to collect feedbacks from the students regarding teaching.
- Mr. Fabeem, faculty of English department was appointed for the feedback collection from students.
- Curriculum feedbacks were taken from the faculty members.
- It was decided to make every classroom digitalised. A meeting with the management is also scheduled for discussing the same.



  
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## Meeting Minutes

Venue - Principal's chamber

Date - 25/10/2022

The meeting was called to order by the Principal

### Agenda

- Reading and approval of previous meeting minutes
- Faculty development programme
- Discussion on progress of Addon, and Certificate courses.
- Discussion on experiential learning and field work
- Discussion regarding NAAC
- Updation of faculty profile

### Members present

1. Dr. K. Sreedharkrishna
2. Dr. Vasudha Vasudha
3. Adil Ameen, Swalah  
Donna Manoj
4. Shajil P.C.
5. Aneesh V.P.
6. Gopika
7. Shameel V.
8. Sreyith M.
9. Preetha K.A.



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10. Shaji.M



### Discussions and Decisions

- The minutes of previous IQAC meeting was read by IQAC coordinator and was approved/confirmed by other members.
- It was decided to organize faculty development programme in the next month itself.
- The progress of Addon course and other certificate courses were analysed. Suggestions and opinions were noted regarding the proper functioning of the same.
- It was decided to provide the students with new experiential learning and field work.
- All Hon's are requested to give proposals for experiential learning and field work.
- The progress of NMAC work was analysed, and proper instructions were given to the faculties assigned.
- It was decided to update faculty profile in this month itself.
- The department co-ordinators are requested to update the present faculty profile of concerned.




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## IQAC Meeting minutes

Venue - IQAC room

Date - 16 November 2022

The meeting was called to order by the Principal.

### Agenda

- Reading and approval of previous meeting minutes
- Result analysis of UG students
- Orientation session for non-teaching staffs.
- Research methodology and IPR workshops
- Internal academic audit
- Conduct FOP.

### Members Present

1. Dr. K. Seethikoya
2. Prof. Abdul Azeez.
3. Shifana
4. Shajil.p.c
5. Preetha K.A
6. Shaji.M
7. Aneesh.v.p
8. Shameel.V
9. Sajith.M
10. Juvairiya
11. Jimshida K.V



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- 12) Jihad Man. ~~Man~~  
 13) Riswana ~~Riswana~~  
 14) Rashid. ~~Rashid~~  
 15) Fati Kahnu. ~~Fati~~

### Discussions and Decisions

- The minutes of previous meeting was read and confirmed in the meeting.
- It was instructed to conduct the result analysis of the students as their semester results are published.
- All HOD's and class tutors are entrusted with duty of result analysis.
- HOD's are requested to submit result analysis within this week.
- It was decided to conduct an orientation session to Non-teaching staffs.
- Research methodology and IPR workshops to be done and faculty members are requested to participate compulsorily in the same.
- It was decided to conduct an internal academic audit this month.
- It was decided to conduct FDP in the Month of December.



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# IAAC Meeting Minutes

Venue - Principal's chamber  
Date - 9/12/2022

The meeting was called to order by the Principal

## Agenda:

- Approval of the of previous meeting minutes
- Discussion regarding the progress of preparation for NAAC work
- Discussion regarding the study tours and / industrial visit by the students.
- Discussion regarding providing training to teachers on ICT and novel pedagogical techniques.

## Members Present

1. Dr. K. Seethakrishna
2. Prof. Abdul Azeer
3. MK Yoosaf
4. Shajil p.c
5. Aneesh v.p
6. Shaji.M
7. Shameel.V
8. Sreejith.M
9. Preetha.KA
10. Jimshida K.II
11. Juwaisiya



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## Discussions and Decisions

- The minutes of the previous meeting was read by the coordinator and the same was confirmed by the committee
- The progress of NAAC work was analysed, criteria wise. Suggestions are given to the criteria heads for <sup>submitting</sup> genuine and accurate data
- The committee was decided to provide an awareness class ~~to~~ to all the faculties regarding NAAC.
- A discussion was held regarding the matter of study tours and industrial visit of the students
- Department head is requested to provide appropriate guidelines to students about their tour destination and etc.
- It was also decided that all the industrial visit and study tours should be conducted on or before the coming month.
- Decided to provide training to teachers on ICT and novel pedagogical techniques.



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19th Meeting Minutes

Venue - Principal's chamber

Date - 15/2/2023

The meeting was called to order by The Principal.

Agenda

- Reading and approval of previous meeting minutes
- Successful completion of industrial visit / Study tour
- Verification of data prepared for NAAC fill date
- Discussion regarding Second Internal exam.
- Syllabus / portion completion status.

Members Present

1. Dr. K. Seelakkumar
2. Adil Abeeef Swalaha Adilsw
3. Dr. Vasellis Vasellis
4. Prof Abdul Azeez Abdul Aze
5. Sreelitha M
6. Shaji M
7. Preeetha.K.A
8. Aneesha.v.p
9. Shajil p.c
10. Shameel.V
11. Jihad Man
12. Amara



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13) Rashid ~~Rashid~~

14) Jimshida KV ~~Jim.~~

15) Faisal ~~N. N. Faisal~~

### Discussions and Decisions:

- The minutes of the previous IQAC meeting was read and confirmed
- Principal congratulated all HOD's and other faculty members for the smooth completion of study tours / industrial visits.
- HODs are requested to submit industrial visit / study tour report to IQAC, including all proper datas, within this week.
- Criteria heads were requested to submit the completed datas for NAAC work till date
- IQAC co-ordinator verified the work done by the heads and proper suggestions were given.
- IQAC co-ordinator and other members were satisfied with the NAAC work progress
- It was decided to conduct second internal exam this month.
- Internal exam date was fixed.
- All the HODs are requested to submit portion / syllabus completion status to principal in this week.
- It was also decided to conduct special classes if needed.



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## Meeting Minutes

Venue - IQAS Room

Date - 16/3/2023

The meeting was called to order by The Principal.

### Agenda

- Reading and Approval of previous meeting minutes.
- Renovation and refurbishing of college library.
- New Hostel facility for boys
- Evaluation of functioning of IQAC.
- External academic audit.
- Quality Initiatives

### Members Present

1. Dr. K. Sudehkrishna
2. Prof. Abdul Azeem
3. Shaji M
4. Aneesha.v.p
5. Preetha.K.A
6. Shajil.p.c
7. Sujith.M
8. Sharada.V.
9. Shaji.M
10. Jinisha



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11. Abdulla K.S. <sup>Principal</sup>  
 13. Jibad Mar <sup>Principal</sup>

### Discussions and Decisions

- The Minutes of the previous IQAC meeting was read and the same was confirmed by the committee members
- It was decided to take proper action for refurbishing and renovation of college library.
- It was decided to provide New College Hostel facility for boys.
- A meeting with the management was scheduled to discuss the matter regarding the new hostel facility and renovation of college library
- The proper functioning of IQAC was evaluated by
- The committee was satisfied with the functioning of IQAC and also with the progress of work done by the IQAC.
- The principal appreciated IQAC co-ordinator all other IQAC members for their dedication which fostered the proper functioning of IQAC
- It was decided to conduct the annual internal audit of the academic year on March 21<sup>st</sup>
- The Internal audit report was submitted and verified in the meeting.
- Committee appreciated the internal audit members.





→ It was decided to constitute a special team for external academic audit

External academic audit Members :-

1. Dr. Abdulla Najeeb M

Assistant professor

PG & Research Department of Arabic  
Sullamussalam Arabic College, Areakode

2. Dr. Sajith K

Assistant professor

Department of Economics

Sullamussalam Science College, Areakode.

3. Dr. K. Seedikkoya

principal,

Jamia Nadwiyya Arts and Science College, Edavanna.





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