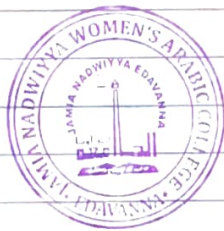


IQAC

MINUTES BOOK
(2018-29)



Principal
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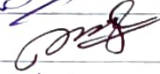





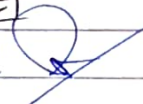
Minutes of the Inaugural Meeting of the Internal Quality Assurance Cell (IQAC)

Date : 11 June 2018

Time : 01.30 PM

Venue : Staff room

Members Present :

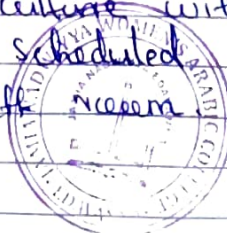
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|----------------------------|--|
| 1. Azhar. V. A |  |
| 2. Amjad Dmeen. P. |  |
| 3. Ummer. M |  |
| 4. Benjamin. P |  |
| 5. Sumayya. E |  |
| 6. Rabiya. K. K |  |
| 7. Abdulgees. M |  |
| 8. Waid Ahmed |  |
| 9. P. Abduwabimam Farooqui |  |

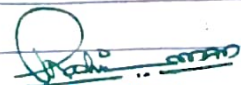
Agenda :

- Introduction to IQAC
- Appointment of IQAC members
- Scheduling the next meeting

Decisions :

- The IQAC was officially constituted and duties were explained by the principal.
- The committee agreed that the IQAC will focus on improving academic and administrative quality, conducting self assessments, and organizing workshops to promote quality culture within the college.
- The next meeting is scheduled for 09 July 2018, at 01:30 pm in the staff room.





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Minutes of the second meeting of IQAC

Date : 09 July 2018

Time : 01:30 PM

Venue : Staff Room

Members Present :

1. ~~Azhar. U. A~~
2. ~~J. Abdurrahimang Farsaqui~~
3. ~~Yusuf. M~~
4. ~~Rabiyah K. U~~
5. ~~Bajeenan V. P~~
6. ~~Sumayya E~~
7. ~~Wardah Ahma~~
8. ~~Amjad Omeen. P~~
9. ~~Aedalyas~~

Agenda :

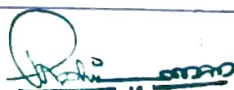
- Introduction of new IQAC members
- Planning upcoming activities
- NAAC awareness program for staff

Decisions :

- Minutes of the previous meeting was read and discussed.
- New IQAC members were introduced, with their roles and responsibilities emphasized.
- The committee planned initial activities, including academic audits, feedback systems, and quality enhancement workshops, with specific timelines and responsibilities assigned.
- NAAC awareness program for staff was scheduled.




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for next month, focusing on accreditation, the NAAC framework, and staff involvement.

- The next IQAC meeting is scheduled for 10 September 2018, at 01.30 pm in the staff room.




~~Principal~~

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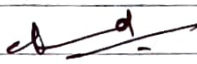

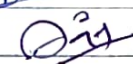
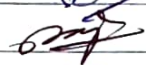

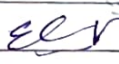
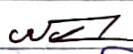


Minutes of the third meeting of IQAC

Date : 10 September 2018

Time : 01:30 PM

Venue : Staff Room

Members Present :

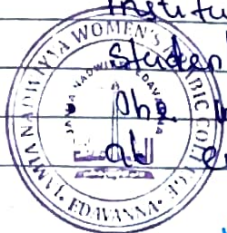
1. Azhar. V. A 
2. Rabiya. K. K 
3. Anjad Ameen. P. 
4. Ummeed. M 
5. Boyjeeravup 
6. Sumayya. E 
7. Warid. Ahmad 
8. Abdul Ajeer 
9. J. Abdumabimman Farooqui 

Agenda :

- Extension Activities and outreach programs, including MOU certificate courses
- Add-on courses

Decisions :

- Extension activities and outreach programs : The committee discussed initiating various extension activities to strengthen community engagement and institutional outreach.
- It was decided to pursue Memoranda of Understanding (MOUs) with reputed organizations and educational institutions to facilitate collaborative programs, student exchanges, and research opportunities.
- Introduction of new certificate courses aimed at enhancing student's skill sets and employability.



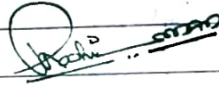
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was approved.

- The committee agreed on offering add-on course to complement existing academic programs and cater to emerging industry trends.
- The minutes of the previous meeting were read and approved.
- The next IQAC meeting is scheduled for 05 November 2018 at 01.30 PM in the staff room.





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Minutes of the Fourth Meeting of IQAC

Date : 05 November 2018

Time : 01:30 PM

Venue : Staff Room

Members present :

1. Ashar.V.A
2. ~~Abdumabimam Farooqui~~
3. Rabiya.k.k
4. Ummer.M
5. Amjad Omeen.P
6. Baijener.V.P
7. Sumayya.E
8. Warid Ahmad
9. ~~Abdul Agees~~

Agenda :

- Enhance reading culture in students
- Mentor - Mentee system
- ICT - based learning system
- Faculty Development program (FDP)

Decisions :

- Organize book clubs, reading challenge, and library orientation sessions to promote active reading among students
- Implement a mentor - mentee system to provide academic and personal support to students
- Upgrade classroom technology and integrate e-learning tools, with faculty training in digital teaching.



- Conduct FDPs on modern teaching methods, research practices, and ICT tools to enhance faculty skills.
- Minutes of the previous meeting were read and approved.
- The next IQAC meeting is scheduled for 14 January 2019 at 01:30 PM in the staff room.



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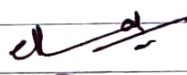
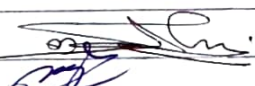

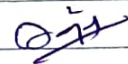
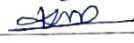

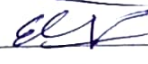

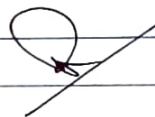
Minutes of the Fifth Meeting of IQAC

Date : 14 January 2019

Time : 01:30 PM

Venue : Staff Room

Members Present :

1. Asha V. M 
2. ~~Abdul Aziz M~~ 
3. Ummer. M 
4. Anjad Ameen. P 
5. Rabiya. K. U 
6. Bejlene V. P 
7. Sumayya. E 
8. Warid Ahmad 
9. ~~Abdulkabir Feroqui~~ 

Agenda :

- Central University PG orientation for final year students
- Career guidance for final year students.

Decisions :

- The committee decided to organize an orientation session to guide final-year students on admission procedures, course options, and preparative strategies for postgraduate program at Central Universities
- It was agreed to conduct career guidance workshop focusing on resume building, interview preparation, and exploring various career paths for final-year students
- The minutes of the previous meeting were read and approved.



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- The next IQAC meeting is scheduled for 18 March 2019 at 01:30 PM in the Staff Room.



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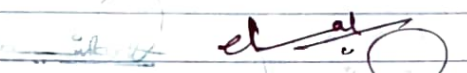

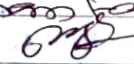
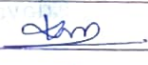
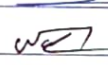
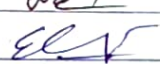

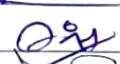
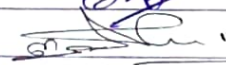
Meeting of the Sixth Meeting of IQAC

Date : 18 March 2019

Time : 01:30 PM

Venue : Staff Room

Members Present :

1. Ashraf. V. H. 
2. ~~S. Abdurrahman Farooqui~~ 
3. Ummul. M. 
4. Rabia. K. K. 
5. Usaid Ahmad 
6. Sumayya. E. 
7. Bayazid. V. P. 
8. Omjad Ameen. P. 
9. Abdul Aziz 

Agenda :

- Appraisalment of the student's union activities of this year.
- Annual report presentation, plan presentation for next year
- Buy new books for the library.

Decisions :

- The committee evaluated this year's student's Union activities and discussed recommendations for improvement
- The annual report was presented, highlighting the Institution's achievements and challenges over the past year.



- Strategic plans for the upcoming academic year will be developed, focusing on academic and extracurricular improvements.
- Funds were approved for purchasing new books
- to update and enhance the library collection.





Principal
JNW Arabic College
Edavanna - 676541