

IQAC

Minutes Book

(2019-2020)



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Principal
JNW Arabic College
Edavanna - 676541



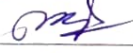


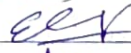



Minutes of the IQAC Meeting

Date : 19 June 2019

Time : 01:30 PM

Venue : Staff Room

Members present :

1. Asha V.A 
2. Abdul Aziz 
3. Yumma M 
4. Sabiya K.K 
5. P. Abdulrahman Farooqui 
6. Sumayya E 
7. Boyjenes v.p 
8. Anjad Ameen.P. 
9. Warid Ahmad 

Agenda :

- Bridge course for new students of Degree 1st year
- Time Table preparation
- Uniform distribution
- Formation of Language clubs
- Proposed Activities

Decisions :

- It was decided that a two-week bridge course would be conducted before the commencement of regular classes. The course will focus on foundational subjects and language skills. A sub-committee was

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- formed to finalize the course content and schedule.
- The uniform distributions will take place as soon as possible. The administrative staff will coordinate the process to ensure that all students receive their uniforms without inconvenience. A detailed plan for the distribution day will be prepared and shared with all involved staff members.
 - A tentative schedule of proposed activities, including workshops, cultural events, and student development programs was drafted. It was decided that a detailed plan will be presented at the next meeting. A committee was formed to oversee the planning and execution of these activities.
 - The time table for the upcoming academic year was discussed, and it was decided to finalize it by the next meeting. A sub committee was assigned the task of drafting the timetable, ensuring it accommodates all courses and extra curricular activities efficiently.
 - The formation of language clubs (Arabic, English, Urdu and Malayalam) was approved. It was decided that each club will have a faculty advisor and will be responsible for organizing language-related activities throughout the year.
 - The minutes of previous IQAC meeting was read and approved.
 - The next IQAC meeting was scheduled for 08 July 2019 at 01:30 pm



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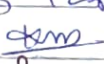
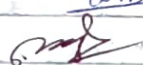
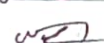
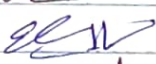



Minutes of the IQAC meeting

Date : 08 July 2019

Time : 01:30 PM

Venue : Staff Room

Members present :

1. Ashar V. R. 
2. P. Abdul Wahid 
3. Rubiya K. K. 
4. Ummer M. 
5. Warid Ahmad 
6. Sumayya E. 
7. Bajareh V. P. 
8. Amjad Ameen P. 
9. Abdul Aziz 

Agenda :

- Upcoming Academic Activities
- Evaluation of the bridge course
- Ensuring text book distribution

Decisions :

- A schedule of Academic activities for the upcoming semester was discussed. The committee decided to focus on workshops, seminars, and guest lectures that align with the academic goals of the institutions. A detailed plan will be presented in the next meeting with specific dates and resource persons identified.
- The bridge course conducted for new degree 1st-year students was evaluated. feedback from students and

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Faculty was reviewed, and overall, the course was deemed successful in easing the transition to degree-level studies. However, suggestions were made to include more interactions session and practical exercises in future iterations. It was agreed that these recommendations would be incorporated into the next bridge course.

- The committee discussed the importance of timely distributions of textbooks to students. It was decided that all textbooks would be distributed within the first week of the semester. The administrative staff was tasked with coordinating the distribution process, and faculty members were asked to ensure that no students is left without the necessary materials.
- The minutes of previous IQAC meeting was read and approved
- The next IQAC meeting was scheduled for 09 September 2019, at 01:30 pm



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Minutes of the IQAC Meeting

Date : 09 September 2019






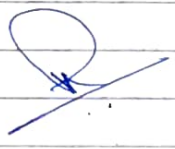
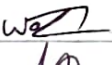

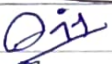

Time : 01 : 30 PM

Venue : Staff Room

Agenda :

- Mentor-mentee system of this year
- Ensuring availability of newspaper in the reading room
- Semester Plan by teachers to cover the syllabus

Members Present :

1. Dr. Fazalullah . KT (Principal) 
2. Ashar . V . A 
3. Yumma . M 
4. Rabiya . K . U 
5. Abdul Agees . M 
6. ~~Abdusabir . M~~ Farooqui 
7. Warid Ahmad 
8. Bayeena . V . P 
9. Amjad Ameen . P. 
10. Sumayya . E 

Decisions :


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- The mentor-mentee system for the current academic year was reviewed. The Committee emphasized the importance of regular interactions between mentors and mentees to address academic and personal challenges. It was decided that monthly meeting would be scheduled to ensure consistent support for students.

- The committee discussed the necessity of providing newspapers in the reading room to keep students informed about current events and improve their general knowledge.
- The Semester Plan for covering the syllabus was a key focus. Teachers were instructed to submit a detailed plan for their respective subjects, outlining how they intend to complete the syllabus within the given time frame. It was agreed that these plans would be monitored periodically to ensure adherence, and any delays would be addressed promptly.
- The minutes of previous IQAC meeting was read and approved.
- The next IQAC meeting was scheduled for 13 November 2019, at 01:30 PM




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Minutes of the IQAC Meeting

Date : 13 November 2019


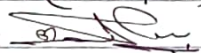
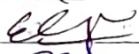
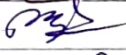






Time : 01:30 PM

Venue: Staff Room

Agenda:

1. conduct monthly class tests
2. Observation of important national and international days effectively
3. Conduct a PTA meeting

Members present:

1. Dr. Fazalullah. KT (Principal) 
2. ~~Abdul Agees~~ 
3. Sumayya E 
4. Ummer. M 
5. Omjad Ameen. P. 
6. Boyceena. V.P 
7. Rubiya. K.U 
8. J. Abdulrahman Farooqui 
9. Warid Ahmad 
10. Azhar. V.A 

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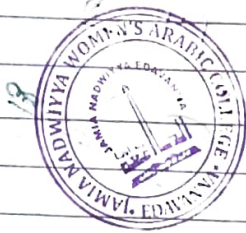


Decisions:

- The committee discussed the implementation of monthly class tests to monitor student progress regularly. It was decided that each staff would organize tests at the end of every month. The results of these tests would be reviewed by the faculty to identify areas where students need

additional support:

- The importance of observing national and international days was highlighted. The committee decided to plan events and activities that would engage students and raise awareness about the significance of these days. A calendar of events was proposed.
- The need for a parent-Teacher Association (PTA) meeting was discussed. It was decided that a PTA meeting would be scheduled soon, where parents could discuss their concerns and receive updates on their children's academic progress. The meeting will also provide a platform for parents to share feedback with the faculty.
- The minutes of the previous IQAC meeting were read and approved.
- The next IQAC meeting was scheduled for 03 February 2020, at 01:30 PM.



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Minutes of the IQAC meeting

Date: 03 February 2020


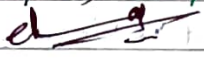
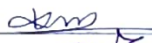
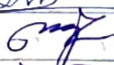
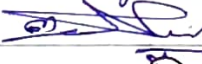

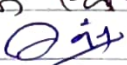
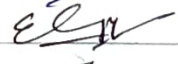


Time: 01:30 PM

Venue: Staff Room

Agenda:

- Result analysis of semester exam
- Remedial measures to improve students.
- Plan for the upcoming year

Members Present:

1. Dr. Fazalullah K.T (Principal) 
2. Aghas. V. A. 
3. Rabiyah K.K. 
4. Ummeesami 
5. Abdul Agas M 
6. P. Abdul Wahid Hussain Farooqui 
7. Amjad Ameen P 
8. Sumayya - E 
9. Warid Ahmad 
10. Bajjener V.P. 

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Decisions:

- The committee conducted a detailed analysis of the recent semester exam results. It was observed that while some students performed exceptionally well, there were areas where improvement is needed. The results were broken down by subject, and the faculty was asked to identify students who may require additional support.

al support

- To address the areas of concern identified in the result analysis, the committee decided to implement remedial measures. This includes additional coaching sessions, peer tutoring, and targeted workshops focusing on the subjects where students struggled the most. Faculty members were tasked with creating a schedule for these remedial classes.
- The plan for the upcoming academic year was discussed. The committee decided to prioritize enhancing the academic performance of students, introducing new courses, and expanding extracurricular activities. A detailed action plan will be developed and reviewed in the next meeting.
- The minutes of the previous IQAC meeting were read and approved.



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