


IQAC

MINUTES BOOK

(2020 - 2021)




Principal
JNW Arabic College
Edavanna - 676541

minutes of the IQAC meeting

Date : 11 May 2020





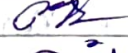
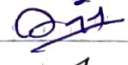




Time : 10:00 AM

Platform: Google meet

Agenda:

- Awareness of the COVID-19 Pandemic situation
- Conduct technical assistance class for faculty members to use online platforms like Google meet and zoom
- Discussion on appropriate time to conduct online classes
- Timetable preparation for online classes

Members Present:

1. Dr. Fazalullah. KT (Principal) 
2. ~~Abdul Aziz~~ 
3. Rubya K.K. 
4. Sumayya E. 
5. Ummer M. 
6. Amjad Ameen P. 
7. Warid Ahmad 
8. Baijerna V.P. 
9. ~~J. Abdurrahman Farooqui~~ 
10. Aghas V.A. 

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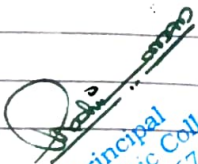
Decisions:

- The meeting began with a discussion on the current COVID-19 Pandemic and its impact on educational activities. The committee emphasized the importance of adhering to government guidelines and main-

taining health and safety protocols. It was decided that regular updates on the situation would be shared with both faculty and students to ensure they remain informed.

- The need for faculty members to become proficient in using online platforms like Google meet and zoom was highlighted. It was agreed that a series of technical assistance classes would be organized to train faculty members on the effective use of these ~~tools~~ tools. A schedule for these sessions will be prepared and shared with all faculty members.

The committee discussed the most suitable times for conducting online classes, considering the various challenges faced by students and faculty members, such as internet connectivity and domestic responsibilities. It was decided that classes should be scheduled during late mornings and early afternoons, with flexibility to accommodate different needs. A consensus on the specific timing will be reached in consultation with the faculty and students.


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- The preparation of a new timetable for online classes was discussed. The committee agreed that the timetable should allow for adequate breaks between sessions to prevent screen fatigue. A draft timetable will be created and reviewed by the faculty before finalization.
- The next IQAC meeting was scheduled for 15 June 2024, at 10:00 AM via Google meet, to

Review the progress of the implementation of online classes and other related matters.



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Minutes of the IQAC Meeting

Date: 17 June 2020

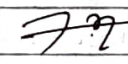
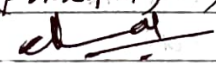


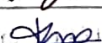



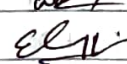
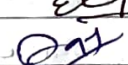
Time: 10:00 AM


Platform: ~~Google~~ Google meet

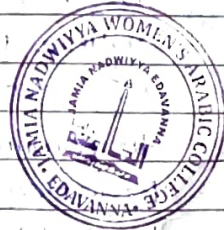
Agenda:

- conduct webinars on important national and international days
- conduct online examinations
- Discussion on the status of chapter completion
- Orientation for students on online learning Platforms

Members Present:

1. Dr. Fazalullah: kT (Principal) 
2. Ashar .V. A 
3. Abdul Azeez 
4. Yummaet M 
5. Rabeya k M 
6. P. Abubakar 
7. Baijeener v.P 
8. Warid Ahmad 
9. Sumayya .E 
10. Amjad Ameen k 


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Decisions:

- The committee discussed the importance of observing significant national and international days, especially in the context of the ongoing pandemic. it was decided to organized webinars to engage

students and raise awareness on various topics. Each department will be responsible for coordinating at least one webinar, with dates and themes to be finalized in the coming weeks.

- The possibility of conducting online examinations was deliberated upon. The committee agreed to move forward with online exams due to the constraints posed by the pandemic. It was decided that a trial run would be conducted to identify and resolve any technical issues. Detailed guidelines for students and faculty will be prepared to ensure smooth conduct of exams.
- The committee reviewed the current status of chapter completion across various subjects. It was observed that most courses are on track, but a few subjects require additional attention to ensure timely completion. Faculty members were requested to submit updates on their progress and identify any areas where additional support might be needed.

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The need for student orientation on using online learning platforms was emphasized. It was decided to organize orientation sessions to familiarize students with the tools and best practices for online learning. These sessions will be held before the commencement of the next term to ensure that students are well-prepared.

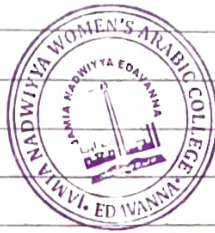
- The minutes of the previous IQAC meeting

were read and approved.

- The next IQAC meeting was scheduled for 01 September 2020, at 10:00 AM via Googlemeet.



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Minutes of the IQAC Meeting

Date: 01 September 2020

Time: 10:00 AM

Platform: Google meet

Agenda:

- Student feedback on online classes and examinations
- Teacher's feedback on the effectiveness of online classes
- Discussion on the challenges of online classes
- Conduct NAAC orientation Session online.

Members present:

1. Dr. Fazalullah. K.T. (principal)
2. Ashar. V.A.
3. Abdul. Azeem M.
4. Ummer M.
5. Rabbya. K.K.
6. Bayeen V.P.
7. Abdulrahman Farooqui
8. Warid. Ahmad
9. Anjad. Omer. P.
10. Sumayya - E.

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Decisions:

- The committee reviewed feedback collected from students regarding their experience with online classes and examination. While many students appreciated the flexibility of online learning, concerns were raised about technical issues and engagement levels. It was decided to address these issues by

Providing additional support and making necessary adjustments to the online format.

- Teachers shared their experiences and challenges in conducting online classes. While some found the transition smooth, others faced difficulties in maintaining student attention and ensuring active participation. The committee decided to organize training sessions focused on interactive teaching methods and tools to enhance the effectiveness of online instruction.

- The discussion highlighted several challenges, including internet connectivity issues, student participation, and assessment methods. It was agreed that a dedicated support team would be established to assist both students and teachers with technical problems. Additionally, alternative assessment strategies were proposed to better evaluate student performance in an online setting.

- The need for an online NAAC orientation session was emphasized to prepare faculty and staff for the upcoming accreditation process. It was decided that session would be conducted in the coming weeks, with detailed guidelines and resources provided to all participants.

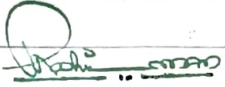

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The minutes of the previous IQAC meeting were read and approved.

- The next IQAC meeting was scheduled for 02

November 2024, at 10:00 AM via Google meet.



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Minutes of the IQAC Meeting

Date : 02 November 2020

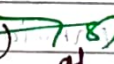

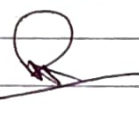
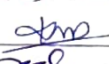
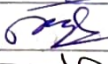


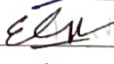

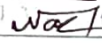
Time : 10:00 Am

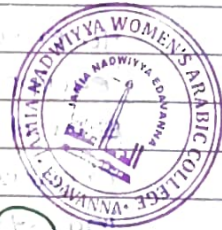
Platform: Google meet.

Agenda :

- Students' Participation in online webinars
- Plan for next year
- Conduct online FDP

Members Present :

1. Dr. Fazalullah KT (Principal) 
2. Agha V.A 
3. P. Abdul Wahid 
4. Rabiya K.V 
5. Ummer M 
6. Abdul Aziz M 
7. Anjale Ameen P. 
8. Sumayya E 
9. Baijendra K 
10. Warid Ahmad 



Decisions :

- The committee reviewed the ^{Principal} ~~the~~ ^{JNU Arabic College} ~~level of~~ student participation in the online webinars organized over the past months. It was noted that while the overall participation was satisfactory, there is room for improvement. The committee decided to introduce incentives for students to attend webinars, such as certificates of

Participation and integrating webinar content into the curriculum. Additionally, measures will be taken to increase awareness and accessibility to these webinars.

A preliminary discussion was held regarding the academic and extracurricular plans for the upcoming year. The committee emphasized the need to continue enhancing online learning methods while also preparing for a potential return to in-person classes. It was decided to draft a comprehensive plan that included blended learning approaches, scheduling of key academic events, and potential expansion of online resources. A detailed proposal will be prepared and presented in the next meeting.

The need for conducting an online faculty development program (FDP) was discussed to ensure that the teaching staff is well-equipped with the latest pedagogical tools and techniques. The committee agreed to organize an FDP focusing on online teaching strategies, the use of digital tools, and adapting to hybrid learning environments.

A schedule for the FDP will be finalized, and expert speakers will be invited to conduct the sessions.

The minutes of the previous I@Ac meeting were read and approved.



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