

I QAC

MINUTES BOOK

(2021 - 2022)



  
Principal  
JNW Arabic College  
Edavanna - 676541

## Minutes of the IQAC Meeting

Date : 17 May 2021











Time : 10:00 AM

Platform: Google meet

### Agenda:

1. Faculty Development Program [FDP]
2. Certificate and Add-on Courses
3. Implementation of Academic Plan
4. Planning for Bridge Course.

### Members present:

1. Dr. Fazalullah. K.T (Principal) 
2. Abdul Agees M 
3. Rabiya K.U. 
4. Yumma M 
5. Sumayya E. ELT 
6. Abdulwahid Ferooqui 
7. Asharu A 
8. Waid Ahmad 
9. Amjad Omeem P. 
10. Bayanerv P 

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### Decisions:

- The committee discussed the importance of Continuous Professional development for the faculty. It was decided to organize a Faculty Development Program (FDP) focusing on the latest teaching and external experts will be invited.

to conduct sessions on innovative teaching strategies and technology integration in education.

The need to offer certificate and add-on courses to enhance students' skills and employability was deliberated. The committee agreed to introduce a range of courses that cater to current industry demands and student interests. Departments were tasked with identifying potential courses and collaborating with external institutions or experts for course content and certification.

The progress of the current academic plan was reviewed. It was observed that the majority of the objectives were being met; however, some areas require additional focus. The committee decided to conduct regular monitoring of the plan's implementation and make adjustments as needed to ensure that all academic goals are achieved within the stipulated time.

The committee discussed the need to conduct a bridge course for new students to help them transition smoothly into the degree program. It was decided to design a two-week bridge course that will cover foundational subjects and essential skills. A sub-committee was formed to develop the course content and schedule, with input from faculty members.




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across departments.

- The minutes of the previous IQAC meeting were read and approved.
- The next IQAC meeting was scheduled for 05 July 2021, at 10:00 AM Via Google Meet.



  
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Minutes of the IQAC Meeting

Date : 05 July 2021




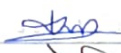

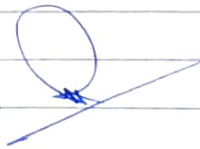




Time : 10:00 AM

Platform: Googlemeet

Agenda:

- Online Teaching and Learning Analysis
- Conduct webinar on Language Learning through online
- Analysis of Bridge course

Member Present:

1. Dr. Fazalullah. KT (principal) 
2. AZHAR. U. A. 
3. Ummer. M. 
4. Rabiya. K. K. 
5. Abdul Azeem. M. 
6. P. Abdurrahman Farooqui 
7. Warid Ahmad 
8. Sumayya - E. 
9. Baijeer V. P. 
10. Omjad Ameen P. 

Decisions:

  
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The committee conducted a thorough analysis of the online teaching and learning practices implemented over the past semester. It was observed that while students adapted to the online format, there were challenges related to engagement and assessment. The committee decided to continue refining online teaching

methods, with a focus on interactive content and timely feedback. It was also suggested to gather more detailed student feedback to tailor future improvement.

- The importance of enhancing language skills through online platforms was discussed. It was decided to organize a webinar specifically focused on language learning strategies in an online environment. The webinar will be scheduled within the next two months, and experts in language education will be invited to share best practices and tools that can aid in effective language learning.
- The bridge course conducted for new students was evaluated. Feedback indicated that the course was successful in helping students transition to degree-level studies, though there were suggestions for improvement, such as including more interactive and practical sessions. The committee decided to incorporate these suggestions into future iterations of the bridge course to enhance its effectiveness.



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

The next IQAC meeting was scheduled for 16 September 2024, at 10:00 AM via Google meet.

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## Minutes of the IQAC Meeting

Date : 16 September 2021


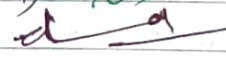
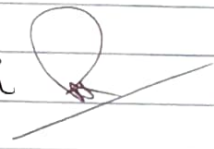
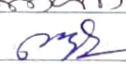
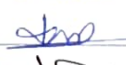

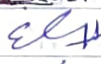
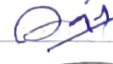
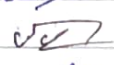

Time : 10:00 AM

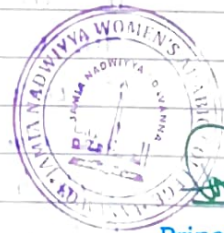
Venue : Staff Room

### Agenda:

- Analysis of club Activities
- Formation of Discipline Committee
- IQAC Meeting with Management

### Members Present:

1. Dr. Fazalullah. KT (Principal) 
2. Ashar. V A 
3. ~~Abdul Wahid~~ ~~Simam~~ ~~Farooqui~~ 
4. Ummer. M 
5. Rabiyah. K-K 
6. Abdul Aziz. M 
7. Sumayya. E 
8. Amjad Ameer. P. 
9. Ward Ahmad 
10. Bayeeras. VP 



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### Decisions:

The committee reviewed the activities conducted by various clubs over the past semester. It was observed that most clubs have been actively engaging students through online and offline events, though some clubs need to increase participation and diversify their activities. It was decided to encourage these clubs to collaborate on events and to provide them with additional support and resources. A



detailed report on each club's Performance will be compiled and shared with the faculty and student representatives.

- In response to the need for maintaining discipline within the institution, the committee decided to form a dedicated Discipline Committee. This committee will be responsible for addressing any disciplinary issues that arise among students, ensuring a conducive learning environment. members of the committee's guidelines and procedures will be draft will include faculty, administrative staff, and student representatives. The Committee's guidelines and procedures will be drafted and finalized in the upcoming meetings.

The importance of aligning IQAC's initiatives with the institution's overall Strategic goals was discussed. It was agreed that a formal meeting between the IQAC and the management would be scheduled. The agenda for this meeting will include a review of current IQAC activities, future plans, and ways to enhance collaboration between the IQAC and the management to achieve institutional objectives.



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

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The next IQAC meeting of the previous was scheduled for 05 February 2022, at 10:00 Am in the Staff Room



## Minutes of the IQAC Meeting

Date : 01 December 2021


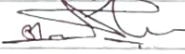








Time : 10:00 AM

Venue : Staff Room

### Agenda:

- ICT Training for Teachers
- Semester Plan
- Class Tests
- Portion completion Status

### Members present:

1. Dr. Fazalullah .KT (Principal) 
2. Abdul Ageem M 
3. Rabiya K-K 
4. Yumma . M. 
5. Sumayya - E 
6. Ashae . V . A 
7. Baijendra - V P 
8. Varid Ahmad 
9. Anjad Ameer P 
10. P. Abdulrahman Farooqui 

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### Decisions:

- The committee discussed the need for ICT (Information and Communication Technology) training to enhance the digital competencies of teachers. It was decided to organize series of workshops focusing on the effective use of digital tools and

Platforms in teaching. The training sessions will be scheduled over the next few months, with first session to commence in early January. The faculty members were encouraged to actively participate and implement the learned skills in their teaching practices.

- The semester plan was reviewed to ensure that all academic activities are on track. It was observed that most departments are adhering to the Plannade schedule. However, a few departments were asked to expedite their pace to meet the semester's academic goals. It was decided that a mid-semester review would be conducted to assess progress and make any necessary adjustments.

- The committee emphasized the importance of conducting regular class tests to monitor student progress. Teachers were reminded to adhere to the scheduled test dates, and to provide prompt feedback to students. It was also suggested that teachers analyze test results to identify areas where students may need additional support or remedial teaching.



The current status of portion completion was reviewed, while most subjects are on schedule, few were identified as lagging. Teachers were advised to prioritize completing the syllabus without compromising the quality of instruction. The committee decided to monitor the situation closely and provide any necessary support to ensure that the

Syllabus is completed within the stipulated time

- The minutes of the previous IQAC meeting were read and approved.
- The next IQAC meeting was scheduled for 05 February 2022, at 10:00 AM in the Staff Room.



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## Minutes of the IQAC Meeting


Date : 05 February 2022

Time : 10:00 AM


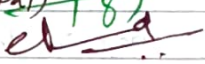

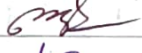






Venue: Staff Room

### Agenda :

- Analysis of this Academic year
- Plan for Next year

  
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### Members Present :

1. Dr. Fazalullah . KT (Principal) 
2. Asha . V . M 
3. Rabiya . K . K 
4. Ummu . M 
5. Baijendra . V . P 
6. Sunayya . E 
7. Abdul Aziz 
8. ~~Abdul Wahid~~ Farooqui 
9. Wazid Ahmad 
10. Amjad Ameen . I 



### Decisions:

- The committee conducted a comprehensive review of the academic year. Overall, the year was marked by ~~the~~ successful implementation of various initiatives, including the integration of ICT in teaching, regular class tests, and the adherence to the semester plan. However, some challenges were noted, particularly in maintaining consistent student engagement during the transition to online learning. The comm-

committee acknowledged the efforts of faculty members in adapting to the changing educational landscape and identified areas for improvement, such as enhanced communication with students and more frequent assessments to track progress.

- The committee outlined the key objectives for the upcoming academic year. These include further strengthening the digital competencies of both teachers and students, introducing new certificate and add-on courses to enhance student employability, and ensuring the timely completion of the syllabus across all departments. A renewed focus will be placed on improving student participation and performance through interactive and practical learning methods. Additionally, the committee proposed the introduction of more frequent feedback mechanisms to better gauge the effectiveness of teaching strategies and address any issues promptly.

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





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