

IQAC

MINUTES BOOK

(2022 - 2023)





Principal
JNW Arabic College
Edavanna - 676541

Minutes of the IQAC Meeting

Date : 13 JUNE 2022

Time : 01:30 PM

Venue: IQAC Room.

Agenda:

- Constitution of new IQAC member
- Reassignment of criteria charges.
- Induction Programme for Newcomers.
- Analysis of Previous year Activities.

Members present:

1. P. Abdulmohideen Farooqui
2. Abdul Azeez
3. Ummer. M
4. Rabiya. K.K
5. Amjad Amien. P.
6. Azhar. V. A.
7. Wasil Ahmad
8. Sumayya. E.
9. Boyceha. V. P.

Decisions:

- The meeting began with the formal constitution of the new IQAC members. The coordinator introduced the new members and outlined their roles and responsibilities.

Principal
JNW Arabic College
Edavanna - 676541

Following the introduction, the reassignment



Prachi

reassignment of criteria charges was discussed. Each criterion was reassigned to specific members, ensuring that all areas would be effectively covered and managed.

- The Plan for an induction program for new students was proposed. The program will focus on orienting the newcomers to the college's culture, academic expectations, and the resource available for their development.
- A comprehensive analysis of the previous year's activities was conducted. The IQAC members reviewed the achievements and identified areas that need improvement. The ~~disc~~ discussion also included the steps to enhance the ~~of~~ effectiveness of future activities.
- The minutes of previous IQAC meeting was read and approved.
- ~~The next IQAC meeting was scheduled for 08 July 2024 at 04:30 PM 11 July 2022~~
- The next IQAC meeting was scheduled for 08 August
2022



[Handwritten signature]

Principal
JNW Arabic College
Edavanna - 6765+1

Minutes of the IQAC Meeting

Date: 17 June 2022

Time: 01:30 PM

Venue: IQAC Room

Agenda:

- Semester plan preparation by each staff
- Introduction of New Certificate Courses.
- Formation of language clubs
- Visit of staff members to NAAC Accredited Nearby Colleges.

Members present:

1. ~~Abdunabihiman Farooqui~~
2. Ummer. M
3. Rabiya. K. K
4. ~~Abdul Agreem M~~
5. Ashar. V. A
6. Amjad Ameen. P
- 7.
8. Bajjaneer. V. P
9. Warid Ahmad
10. Sumayya. E

Decisions:

The meeting began with a discussion on semester plan preparation. Each staff member was tasked with preparing and submitting their detailed semester plans. These plans will be reviewed in the

UPcoming meetings to ensure alignment with the

JNW Arabic College
Edavanna - 676541

[Signature]




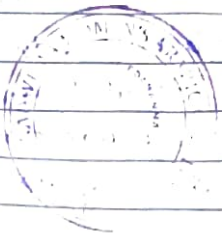
the academic goals.

- The committee discussed the introduction of ~~few~~ new certificate course to broaden the learning opportunities for students. Suggestions were made regarding potential courses, and a sub-committee was formed to finalized the course offerings.
- Formation of language clubs: The proposal for the formation of language clubs was discussed. The committee agreed to establish clubs for Arabic, English, Urdu, and Malayalam, with each club focusing on enhancing language proficiency among students. A plan for the initial activities of these clubs was also outlined.
- The committee planned a visit for staff members colleges that are NAAC Accredited. The purpose of these visits is to observe best practices and gather insights that could be implemented at Jamia Nadwiyya women's Arabic college.
- The minutes of previous IQAC meeting was read and approved.
- The next IQAC meeting was scheduled for

05 September 2022

Principal
JNW Arabic College
Edavanna - 676541





Minutes of the IQAC Meeting

Date : 08 August 2022

Time : 01:30 PM

Venue: IQAC Room

Agenda:

- Start Procedures for Alumni Registration
- Discussion on Alumni Association Name
- Alumni Data collection
- Independence Day celebration

Member present:

1. P. Abdurabimman Farooqui
2. Abdul Azees M
3. Azhar. V. A
4. Ummer. M
5. Rabiya. K. K
- 6.
7. Bejeenou. P
8. Amjad Ameen. P
9. Sumayya. E
10. Waid Ahmad

Decisions:

- The meeting began with a discussion on starting the Procedures for alumni registration. It was decided that an online registration portal would be developed to facilitate the registration process. A Committee was appointed to oversee the creation and maintenance of this portal.



- The committee then discussed Potential names for the Alumni Association. Various suggestions were considered, and it was agreed that a final name would be selected after consulting with alumni and faculty members.
- Reading Regarding alumni data collection, it was decided to conduct an outreach campaign to gather up-to-date contact information and Professional details of the alumni. The campaign will involve reaching out through social media platforms, emails, and direct calls.
- For the upcoming Independence Day celebration, it was decided to organize a special program involving students, staff, and alumni. The program will include flag hoisting, a cultural show, and a panel discussion on the significance of Independence Day. A sub-committee was formed to plan and execute these activities.
- The minutes of Previous IQAC meeting was read and approved.
- The next IQAC meeting was scheduled for

03 October 2022

Principal



Principal
JNW Arabic College
Edavanna - 676541

Principal
JNW Arabic College
Edavanna - 676541

Minutes of the IQAC Meeting

Date : 05 September 2022

Time : 01:30 PM

Venue : IQAC Room

Agenda:

- Maintenance of LCD TVs in the classrooms
- Curriculum Feedback from Faculty
- Student's feedback about the effectiveness of classes

Decisions:

- The meeting reviewed the current status of LCD TVs in classrooms and discussed maintenance issues. It was decided to carry out a comprehensive inspection of all LCD TVs to identify and address any malfunctioning units. A maintenance schedule will be appointed to handle repairs and regular servicing.
- Feedback was collected from faculty members regarding the current curriculum. The general consensus was to review and update certain modules to enhance relevance and effectiveness. A sub-committee was formed to gather detailed feedback from each department and propose necessary curriculum adjustments.
- The meeting discussed the results of the recent Student feedback survey on class effectiveness. It was noted that while most



Students were satisfied, there were suggestions for improving interactive teaching methods. The Committee decided to implement additional training sessions for faculty to incorporate more engaging and interactive teaching strategies.

- The minutes of the previous IQAC meeting were read and approved.
- The next IQAC meeting is scheduled for 03 October 2022.

Members Present:

1. P. Abdulrahman Farooqui
- 2.
3. Ummer. M
4. Rabiya. K. K
5. Bujeeva. N. P
6. Asha. V. A
7. Amjad Ameen. P.
8. Waid Ahmad
9. Sumayya. E
10. Abdul Aziz. M



Principal
JNW Arabic College
Edavanna - 676541

[Signature]

Minutes of the IQAC Meeting

Date : 03 October 2022

Time : 01:30 PM

Venue: IQAC Room.

Agenda:

- Faculty Development Program [FDP]
- Observation of Special Days Effectively
- Analysis of Students' Union Activities

Decisions:

- The meeting reviewed the upcoming Faculty Development Program (FDP). It was decided to schedule a series of workshops focusing on innovative teaching methodologies, research skills, and technology integration in education. A committee was formed to finalize the FDP schedule, invite resource persons, and manage logistics.
- The committee discussed strategies for effectively observing special days and commemorative events throughout the academic year. It was agreed to organize events that align with the educational objectives and involve students, faculty, and alumni. A calendar of special day will be prepared, and specific teams will be assigned to plan and execute these events.



• ~~Principals~~ The meeting reviewed the activities conducted

conducted by the student's union over the past semester. It was noted that while some activities were well-organized, there were areas needing improvement. A sub committee was established to analyze the effectiveness of various activities and propose enhancements for future initiatives.

- The minutes of the previous IQAC meeting were read and approved.
- The next IQAC meeting is scheduled for 08 November 2022

Members Present :

1. P. Abdul Wahid
2. Ummer M
3. Anjad Omer P
4. Agha V. A
5. Rabiya K. U
6. Sumayya F
7. Bajeeva V P
8. Abdul Aziz M
9. Waseem Ahmed



Principal
JNW Arabic College
Edavanna - 676541

Minutes of the IQAC Meeting

Date : 05 December 2022





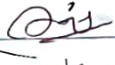
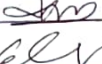


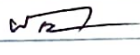
Time : 01:30 PM

Venue : IQAC Room

Agenda :

- NAAC Preparation status
- Arabic Day Celebration
- Arabic Exhibition

Members Present :

1. P. Abdulrahman Farooqui 
2. ~~Asadul Haque~~ 
3. AZHAR. V.P. 
4. Zimmer. M. 
5. Amjad Ameer. P. 
6. Rabiya. K. K. 
7. Sumayya. E. 
8. Baijendra. V.P. 
9. Warik Ahmad 

Decisions:

- It was decided to expedite the completion of the self-study report (SSR) with clear deadlines for each department. A special team was appointed to monitor progress and ensure that all necessary documentation is submitted to the IQAC Room on time.



Principal
JNW Arabic College
Edavanna - 676541



- The Committee resolved to organized a Series of events, including debates, cultural Programs, and guest lectures, as part of the Arabic Day Celebration. Responsibilites were assigned to staff members, and an event timeline was established.
- The ~~Committee~~ committee decided to hold an Arabic exhibitions in conjunction with the Arabic Day Celebrations. The exhibition will showcase the contributions of the Arabic language to various fields. A dedicated team was assigned to curate the exhibits and manage logistics.
- The minutes of Previous IQAC Meeting was read and approved.
- The next IQAC meeting is scheduled for 15 February 2023.



Principal
JNV Arabic College
Edavanna - 676541

[Handwritten signature]

Principal
JNV Arabic College
Edavanna - 676541

Minutes of the IQAC Meeting

Date : 15 February 2023

Time : 01:30 PM

Venue : IQAC Room

Agenda :

- NAAC Criteria - wise Report Presentation
- Syllabus completion Status
- Network Interruption in IQAC Room.

Members Present :

1. J. Abdulrahim Farooqui
2. Abdul Azeez . M
3. Ummer . M
4. Amjad Ameen . P
5. Rabiya . K . K
6. Sunayya . E
7. Bajjaneer . V . P
8. AZHAR . V . N
9. Waid Ahmad

Decisions :

It was decided that all staff should prepare NAAC Criteria - wise report and submit it to the IQAC by the end of the month. A follow-up meeting will be held to review the submission and make any necessary decisions.



Principal
JNW Arabic College
Edavanna - 676541

[Signature]

- The committee reviewed the syllabus completion status. It was decided that if there are any delays in syllabus completion, remedial measures should be implemented to ensure it is completed before the UP coming exams. This may include additional classes or workshops.
- The issue of network interruptions in the IQAC room was discussed. It was decided to request immediate technical support to resolve the problem, as reliable network access is crucial for on-going NAAC Preparations.
- The minutes of the previous IQAC meeting were read and approved.
- The next IQAC meeting is scheduled for 06 March 2023.




Principal
JNU Arabic College
Dhanana - 676501

Minutes of the IQAC Meeting

Date : 06 March 2023.

Time : 01:30 PM

Venue: IQAC Room

Agenda:

- Activities for Promoting reading Culture Among Students
- Request to management for Appointment of an Expert in NAAC Documentation
- Analysis of Student's Activities

Members Present:

1. Dr. Abdurabbarham Farooqui
2. Amjad Ameen. P
3. Zaman. M
4. Rabiya. K. K
5. Sumayya. E
6. Bayleer. V. P
7. Warid Ahmed
8. Ashar. V. N
9. Abdul Azeer. M



Principal
Tanzeem-ul-Madaris Arabic College
Edyanna - 676541

(Signature)

It was decided to initiate activities aimed at enhancing the reading culture among Students. Proposed activities include organi-

Zing regular reading sessions, book clubs, and providing access to a wider range of reading materials in the library. Staff members were assigned specific responsibilities to implement these activities

- The Committee resolved to formally request the management to appoint an expert in NAAC documentation who can assist the college online. This expert would be available to clarify any doubts reading NAAC processes and provide guidance as needed
- An analysis of students' activities was conducted, focusing on their engagement in academic and extracurricular programs. It was decided to encourage greater student participation by introducing more interactive and practical activities, such as workshops and seminars, to foster their overall development.



Principal
JNW Arabic College
Edavanna - 676841