

Agenda and minutes of the meeting
of the members of the staff of Jamia Nadawinya
Training College (JNTC) held on 01/06/2017
at 2PM in the auditorium.

Agenda:

1. NAAC accreditation of the College - Need and importance.
2. Formation of IQAC.
3. Programmes to be organised
4. Any other.

Members present:

1. Dr. Showkath Ali, (Resource Person) *SAK*
2. Prof. Abdul Rahiman Salafi (Manager) *RS*
3. Prof. Abdusalam. C. (Principal) *AS*
4. Mrs. Baby Shakeela *BS*
5. Mrs. Baby Reema *BR*
6. Mr. ~~A.~~ K. Muneer. *KM*
7. Mr. Sadiq Payanthala *SP*
8. Mrs. Rajeeva. M.K. *RMK*

The meeting started with silent prayer. The principal welcomed the chief guest, the manager and the members of the faculty. The manager presided over the meeting. In his presidential address, he emphasised the need and significance of accrediting the college by National Assessment and Accreditation Council (NAAC) and offered all support for the process including financial and academic matters. He wanted to point out the short comings in the infrastructure, curriculum and co-curricular activities.

In the key note address delivered by the Resource Person, the procedures adopted in the accreditation process was explained. He highlighted

the need to follow the Manual for preparing the Self Appraisal Report (S.S.R) which was available with NAAC office at Bangalore. He also wanted to form an IQAC in the college. The composition of the IQAC was also explained. Accordingly the meeting elected the members for the IQAC for the year 2017-2018. He also directed all the faculty to attend seminars organized by accredited colleges.

Action taken Report.

1)

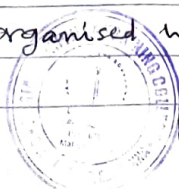
IQAC was formed for the year 2017-2018 with the following as members.

1. Prof. Abdurahiman Salafi (Director, JNE)
2. Prof. Abdusalam.c (Principal)
3. Baby. Shakeela. (IQAC, coordinator)
4. Afsath, M.K (Local body member)
5. Mujeeb Rahiman. T (Alumni member)
6. Mr. Muneer, M.K. (Senior faculty member)
7. Mr. Sadiq Payanthak, (Faculty Member)
8. Ms. Rajeena, M.K (")
9. Ms. Meharunnisa PK (")
10. Prof. Abdul Azeer, P (Management Representative)
11. Avaram. (Office Staff)
12. Farshad. (Student Nominee)
13. Seema (Librarian)

Decisions: 14. Baby Seema

- 2) Decided to convene a joint meeting of IQAC members of all the colleges in the campus.
- 3) Decided to improve the website of the colleges
- 4) Resolved to conduct periodic meeting of IQAC to review the work to be undertaken and assess the progress.
- 5) Programmes to be organised was postponed to the next meeting

Baby. Shakeela,
(IQAC coordinator)



Prof. C. Abdusalam

PRINCIPAL








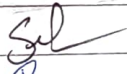




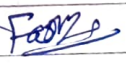

Jamia Nadawiyya Trust
Sairah Nagar

2 Agenda and Minutes of the IQAC meeting ⁵ held on 12/9/17 at 2.30 PM at Principal's Chamber.

Agenda

1. Discussion on Self Study Report.
2. Add on course
3. Faculty Development Programme
4. Any other matter permitted by the chair.

Members present:

1. Prof. Abdurahiman Salafi. (Director) 
2. Prof. Abdul Salam. c. (Principal) 
3. Mrs. Baby Shakeela. (IQAC) 
4. Mrs. Baby Reema. (IQAC) 
5. Mr. ~~K.~~ K. T. Muneer. 
6. Mrs. M. K. Afsalti. (Local body member) 
7. Mr. Mujeeb Rahiman, T. 
8. Mr. Sadiq Payanthala 
9. Ms. Rajena. M.K. 
10. Miss. Meharunnisa 
11. Prof. Abdul Azeez P. 
12. Avaran 
13. Farshad (Student Nominee) 
14. Seema. (Librarian) 

Decisions Taken.

1. Decided to have a discussion on S.S.R. Manual so that programmes can be well planned.
2. A good number of add on courses have to be organized. To begin with a course on "Cooking" can be offered. Mrs. Baby Shakeela was assigned the charge for organising the course.
3. A faculty development programme with the initiative of "Talrop" in Digital literacy to be organized. Mrs. Baby Reema is the Convener.

Action Taken Report

1. The principal reported the additional requirements of infrastructure and the same was forwarded to the management for approval and action. An approach road was essential and constructed.
2. Principal contacted Dr. Abdul Gafour Memorial MES Mampad College for assistance and clarification in the NAAC accreditation process.
3. Decided to organize a seminar at Jamia Arts and Science College for the faculty.
4. An induction meeting for the newly admitted students were organized in October. ~~→~~
5. Tiles were paved in Courtyard of the College.
6. In a meeting the Vision, mission and objectives were discussed and finalised.
7. Various Committees were democratically elected to execute the plan of the IOAC.
8. An anti Ragging Committee was constituted and its sitting was made.
9. As per the schedule proposed by the University The College Union Election was held on 27/9/2017
10. The famous Novelist Surendren was invited for the inauguration of the College Union.
11. Community living Camp, Field Trip and College Union election were conducted.
12. Dr. Shawkatbali was invited for an expert talk on Research Methodology.
13. Model Examinations were held.
14. A Work shop on 'understanding self' was organized.
15. The following experts conducted classes on various topics.
 1. Dr. Kalliyath - Education for the disabled children.
 2. Dr. Sajan. - ICT in Education.
 3. Dr. Jamaluddin. - Effective teaching of English.
 4. Dr. Vineesh - Concepts of Geography
 5. Remesh Ravunni - Art and Drama.
 6. Prasant - Puppetry
 7. Athasan Koya - Inclusive Education.


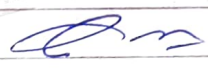

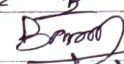




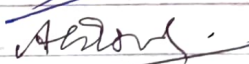
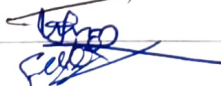






3. Agenda and minutes of the IQAC meeting held on 21-12-2018 at Principal's Chamber.

Agenda

1. Meeting of grievance redressal committee.
2. Participation in the Arts Competition at Aligarh Centre.
3. Annual Day Celebration.
4. Expert classes for SUPW.
5. Inculcation of moral values.
6. Add on courses
7. Mentoring session.
8. Yoga Day, Visit to Salwa carehome
9. Organisation of Clubs, Alumni Meet, Cells
10. Any Other.

Members present,

1. ~~The guest~~ Abdusalam. C. 
2. Prof. Abdurahman Salafi 
3. Baby Shakeela. T.S. 
4. Mrs. Baby Reema. 
5. Meharunnness. Pk 
6. Rajlora. M.K. 
7. M.K. Muneer. 
8. Mujeeb Rahiman. T. 
9. Prof. Abdul Azeez. P. 
10. Avaran. 
11. Farshad. 
12. Seema. 
13. Sunayya. K.R.  (Local body Member) Afzath. M.K. 

Decisions taken:

1. Decided to convene a meeting of the grievance Redressal committee to solve the grievance of certain students.
2. Two students were permitted to participate in the Inter Training College Arts festival organized by Aligarh Muslim University. Malappuram centre.

3. Decided to conduct Annual Day inviting a V-I-P as guests.
 4. Expert classes on SUPW were arranged.
 5. Moral Values to be inculcated among the preservice teachers.
 6. Add on course "Defining Yourself" to be launched from December 1 to 31.
 7. An analysis of the progress of mentoring sessions to be done and remedial programmes to be undertaken.
 8. Yoga Day, Water day etc. to be observed.
 9. A visit to the Salwa care home is planned.
 10. Anti Narcotic cell, SI/ST cell & OBC cell to be formed.
 11. Anti sexual harassment cell to be constituted and career guidance cell to be formed
 12. Various clubs to be organised.
 13. Alumni meet is also to be convened.
 14. Library books to be increased by adding new titles.
 15. Decided to accept the donation of the alumni
- Action taken Report.

1. ESI started for the faculty and non-teaching staff.
2. Organized Science exhibition.
3. Congratulated Ms Baby Reema for acquiring additional qualification in Psychology Mr. Muneeb for passing M.Phil and Seema for passing D.E.A and K.T.E.T. in a meeting
4. Practical Examination was held.
5. College closed for summer vacation.
- 6

