



മദീനത്തുൽ ഉലൂം അറബിക് കോളേജ്, പുളിക്കൽ
كلية مدينة العلوم العربية، بوليكال
MADEENATHUL ULOOM ARABIC COLLEGE, PULIKKAL

(Run by: KERALA JAM-IYYATHUL ULAMA)

A Post Graduate College & Research Centre affiliated to the University of Calicut
Aided by Govt. of Kerala & Recognized by University Grants Commission (New Delhi)
(A MINORITY EDUCATIONAL INSTITUTION)

20. MoU Between Farook College Autonomous, Kozhikode and MUA College, Pulikkal,
Malappuram.



The faculties from Farook College and Madeenathul Uloom Arabic College having discussion in Principal Room.

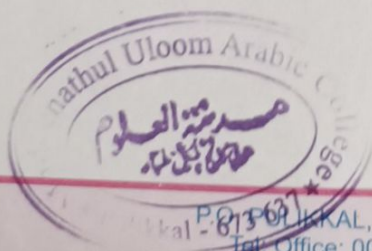
Report of One Day

PARAMARSH Workshop On

Governance, Leadership and Management & Institutional Values and Best practices

(22 February 2020)

PARAMARSH is a UGC sponsored programme and Farook College is chosen as one of the Mentor Institution. The objective of the PARAMARSH scheme is to mentor National Accreditation and Assessment Council (NAAC) accreditation aspirant institutions for promoting quality and upgrade their academic performance and enable them to get accredited.



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The Internal Quality Assurance Cell of Farook College (Autonomous) in association with the Internal Quality Assurance Cell of Madeenathul Uloom Arabic College, Pulikkal organized One Day Workshop on Governance, Leadership and Management & Institutional Values and Best Practices for Mentee Institutions under UGC PARAMARSH Scheme on February 22, 2020.

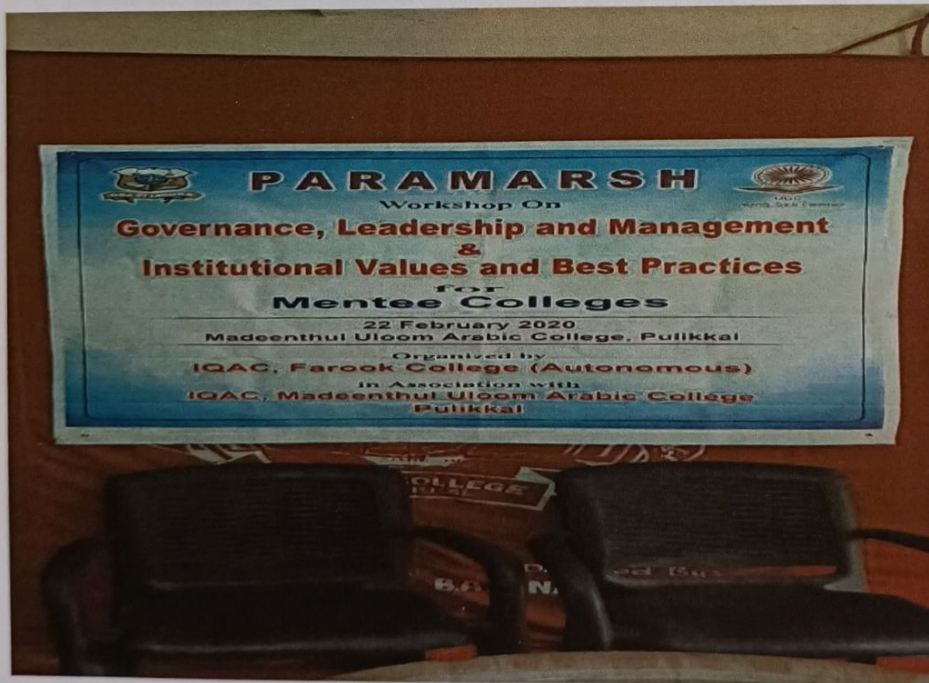
The workshop initiated with the formal welcome of the guests and participants by the IQAC Coordinator, Prof. Abdu Rasheed K.P. Dr sayyid Muhammed Shakir inaugurated the workshop.

Dr. V. Mujeeb, Accreditation Ambassador for the UGC PARAMARSH Scheme presented detailed proposed plan of mentoring for NAAC Accreditation. The technical session was handled by Prof. E.P ImbichiKoya. The workshop ended with the formal vote of thanks proposed by the NAAC Coordinator of the college Dr.N. Muhammed Ali.

Two Day Training Programme Office Management in Higher Education Institutions:
Conducted by IQAC Farook College for the administrative staff in mentee colleges.

Online Faculty Development Programme for teaching staff in the Mentee Colleges.

The PARAMARSH team conducted other workshops on SSR preparation based on seven criteria. Practical suggestions and college visits also were undertaken by the mentor institution,








INTERNAL QUALITY ASSURANCE CELL
FAROOK COLLEGE (Autonomous)
 Farook College P.O, Kozhikode, 673632

**Two Days Training Programme
 on
 OFFICE MANAGEMENT
 IN HIGHER EDUCATION INSTITUTIONS**

(under the PARAMARSH Scheme of UGC)

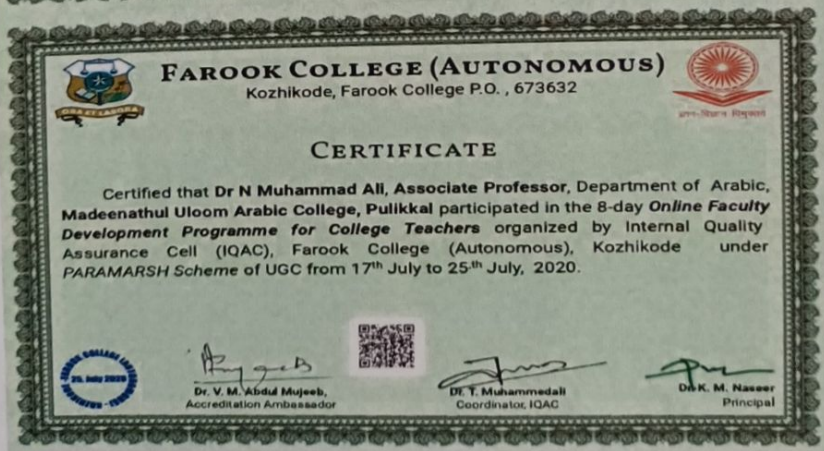
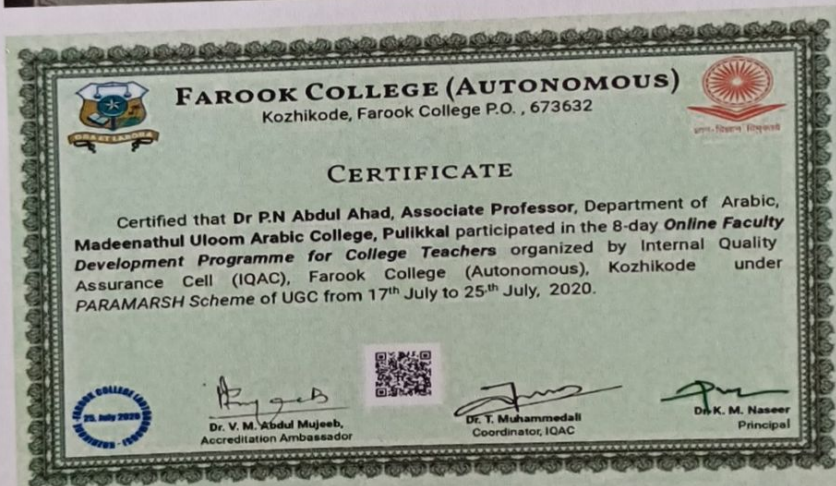
05-06 February 2021

UG Seminar Hall, Farook College

Programme Director

PROGRAMME	
05/02/2021 Friday	
08.30am to 09.00am	Registration
09.00am to 10.30am	INAUGURAL SESSION
Welcome Speech :	Mr. V. Abdul Saleem, Senior Superintendent, Farook College
Presidential Address :	Dr. K. M. Naseer, Principal, Farook College
Inauguration :	Dr. C. C. Babu, Controller of Examination, University of Calicut
Felicitations :	Dr. T. Muhammedali, Coordinator, IQAC, Farook College
Vote of Thanks :	Dr. V. M. Abdul Majeed, Accreditation Ambassador, PARAMARSH
	Mr. P.P. Abdul Hameed, Junior Superintendent, Farook College
10.30am to 10.45am	Tea Break
10.45am to 12.30pm	SESSION I Office Administration: Methods & Problems Mr. Madhusudhanan Pillai (IMG Trainer)
12.30pm to 02.00pm	Lunch & Prayer Break
02.00pm to 03.30pm	SESSION II Automating Administration in HEI's Dr. V. Kabeer (Head, Dept. of Computer Science, Farook College)
03.30pm to 05.00pm	SESSION III Making a Student-Friendly Office Mr. Ahamed Riaz (Deputy Director & Associate Professor, FIMS, Farook College P.O)
06/02/2021 Saturday	
09.30am to 11.00am	SESSION IV Working with Softwares in Financial Administration Mr. Suhail Farooq, M. (Superintendent, DDE Office, Kozhikode)
11.00am to 11.15am	Tea Break
11.15am to 01.00pm	SESSION V Scholarships in HEI's Dr. M. Abdul Jabbar (Head, Dept. of Hindi & Teacher in Charge of Scholarships, Farook College)
01.00pm to 02.00pm	Lunch Break
02.00pm to 03.30pm	SESSION VI Work & Stress Management of Employees in HEI's Mr. T.P. Jawad (Clinical Psychologist, Human Care Foundation)
3.30pm to 3.45 pm	Tea Break
3.45pm to 4.30 pm	Valedictory Function





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