

# IQAC MINUTES AND ACTION TAKEN REPORT

2016-2017

**Meeting Date: 18/06/2016**

Time: 2 pm

Venue: ICTC

Meeting chairman: N. Muhammad Ali (Professor in Charge of the principal)

Convenor : Dr. Sabir Navas C.M (IQAC Co Ordinator)

Members present:

- |  |      |
|--|------|
| 1. N. Muhammad Ali (Professor in charge)                         | sd/- |
| 2. Dr. T.K. Yousuf (HoD, Arabic)                                 | sd/- |
| 3. M. Basheer ( Associate Professor, Dept. of Arabic)            | sd/- |
| 4. Abdul Muneer Poonthala (Assistant professor, Dept. of Arabic) | sd/- |
| 5. Ahammed Basheer (Head Accountant)                             | sd/- |
| 6. Kunchalan Kutty (Managing Committee)                          | sd/- |
| 7. Abdulla.M (PTA Vice president)                                | sd/- |
| 8. Sabir Navas ( Co-Ordinator)                                   | sd/- |

## **Agenda:**

1. Academic quality enhancement
2. Specific programmes

## **Decisions:**

1. Conduct batch level inauguration and induction programme for new entrants.
2. Orientate students regarding course content, methodology, scope for higher studies and research, employability etc.
3. Conduct programmes such as workshop, seminar, debate, lecture, competition related to core subjects department wise.
4. HoD concerned is responsible to properly document the programmes.
5. Make internal assignments and tasks more effective and outcome oriented, and give remedial coaching to slow learners.

**N. Muhammad Ali**

Associate Professor, in charge of principal  
M.U.A. College, Pulikkal

**Meeting Date: 08/09/2016**

Time: 2pm

Venue: ICTC

Meeting chairman: N. Muhammad Ali (Professor in Charge of the principal)

Convenor : Dr. Sabir Navas C.M ( IQAC Co Ordinator)

**Members present:**

- |   |      |
|---|------|
| 1. N. Muhammad Ali  | sd/- |
| 2. Dr. T.K. Yousuf (HoD, Arabic)                                | sd/- |
| 3. M. Basheer ( Associate Professor, Dept. of Arabic)           | sd/- |
| 4. Dr. K. Shaik Muhammad (Associate professor, Dept. of Arabic) | sd/- |
| 5. Ahammed Basheer (Head Accountant)                            | sd/- |
| 6. Sabir Navas. CM  | sd/- |

**Agenda:**

1. Alumni Meeting
2. Evaluation of previous decisions

**Decisions:**

7. Organise a global alumni meet in December (tentative date. 18/12/2016)
8. Organising committee to be constituted in the alumni executive meeting.
9. N. Muhammad Ali and Dr. Sabir Navas given charge of organization committee
10. Present a project for renovation of the hostel building before the alumni

**N. Muhammad Ali**  
Associate Professor, in charge of Principal  
M.U.A. College, Pulikkal

**Meeting Date: 12/01/2017**

Time: 2pm

Venue: ICTC

Meeting chairman: N. Muhammad Ali (Professor in Charge of the principal)

Convenor : Dr. Sabir Navas C.M (IQAC Co-Ordinator)

Members present:

- |  |      |
|--|------|
| 1. N. Muhammad Ali (Professor in charge)             | sd/- |
| 2. Dr. T.K. Yousuf (HoD, Arabic)                     | sd/- |
| 3. M. Basheer (Associate Professor, Dept. of Arabic) | sd/- |
| 4. Ahammed Basheer. T (Head Accountant)              | sd/- |
| 5. Sabir Navas (coordinator)                         | sd/- |
| 6. Abdulla.M (PTA Vice president)                    | sd/- |

**Agenda:**

1. Alumni Meeting- Review and follow up

**Decisions:**

1. Convene a complete staff meeting and form a hostel reconstruction committee
2. Get agreement paper from teachers and admin staff to deduct a specified amount as donation to hostel reconstruction fund.

**N. Muhammad Ali**  
Associate Professor, in charge of Principal  
M.U.A. College, Pulikkal

**Meeting Date: 03/03/2017**

Time: 2pm

Venue: ICTC room

Meeting Chairman : N. Muhammad Ali (Professor in Charge of the Principal)

Convenor : Dr. Sabir Navas C.M (IQAC Co Ordinator)

**Members present:**

- |   |      |
|---|------|
| 1. N. Muhammad Ali  | sd/- |
| 2. Dr. T.K. Yousuf (HoD, Arabic)                                | sd/- |
| 3. M. Basheer (Associate Professor, Dept. of Arabic)            | sd/- |
| 4. Dr. K. Shaik Muhammad (Associate professor, Dept. of Arabic) | sd/- |
| 5. Ahammed Basheer.T (Head Accountant)                          | sd/- |
| 6. Dr. Sabir Navas (coordinator)                                | sd/- |

**Agenda:**

1. Review of the Current year's programme and activities
2. Annual Report
3. Quality check and suggestions.

**Decisions:**

1. Approved and passed the draft of the annual report
2. Prepare a project for a new academic block
3. Take necessary steps to rejuvenate the academic scenario

**N. Muhammad Ali**  
Associate Professor, in charge of Principal  
M.U.A. College, Pulikkal