

# IQAC MINUTES AND ACTION TAKEN REPORT

2017-2018

**Meeting Date: 7/06/2017**

Time: 2pm

Venue: Principal's chamber

Meeting Chairman: Dr. N. Muhammad Ali (Professor in charge of Principal)

Convenor: Dr.Sabir Navas C.M (IQAC coordinator)

## **Members present:**

- |   |      |
|---|------|
| 1. Dr. N. Muhammad Ali (Professor in charge)                    | sd/- |
| 2. M. Basheer (Associate professor, Dept. of Arabic)            | sd/- |
| 3. Dr. K. Shaik Muhammad (Associate professor, Dept. of Arabic) | sd/- |
| 4. Ahammed Basheer.T (HA)                                       | sd/- |
| 5. Ibrahim. P.K(Dept. of Economics)                             | sd/- |
| 6. Dr. Sabir Navas (co-ordinator)                               | sd/- |

## **Agenda:**

1. Teacher profile and FDP
2. Environmental awareness and cleanliness
3. Academic calendar and semester plan

## **Decisions:**

1. IQAC to give awareness and necessary guidance to faculty members regarding code of conduct, professional ethics & enhancing teacher profile.
2. Alert the committees concerned about maintaining campus cleanliness, waste disposal, eradication of plastic wastes etc.
3. Prepare academic calendar for the year 2017-2018. Dr. Muhammad Ali and Ahammed Basheer Thottathil were entrusted the charge.

**N.Muhammad Ali**  
Associate Prof., in charge of Principal  
MUA College, Pulikkal

**Meeting Date: 25/09/2017**

Time: 2pm

Venue: Principal's chamber

Meeting Chairman: Dr. N.Muhammad Ali (Professor in charge of Principal)

Convenor: Dr.Sabir Navas (IQAC coordinator)

**Members present:**

- |  |      |
|--|------|
| 1. Dr. N. Muhammad Ali (Professor in charge)               | sd/- |
| 2. M. Basheer (Associate professor, Dept. of Arabic)       | sd/- |
| 3. Dr.K. Shaik Muhammad (Asso. Professor, Dept. of Arabic) | sd/- |
| 4. Ahammed Basheer.T (HA)                                  | sd/- |
| 5. Ibrahim. P.K(Dept. of Economics)                        | sd/- |
| 6. Dr. Sabir Navas (co- ordinator)                         | sd/- |
| 7. Hafsath. U (Dept. of English)                           | sd/- |

**Agenda:**

- I. Internal Exam
- II. Abhayam project

**Decisions:**

1. Conduct centralized internal exam in November- Internal exam board given charge.
2. Support the Ahayam project to construct home for a destitute family undertaken by the NSS units.

**N.Muhammad Ali**  
Associate Prof., in charge of Principal  
MUA College, Pulikkal

**Meeting Date: 08/01/2018**

Time: 2pm

Venue: Principal's Chamber

Meeting Chairman: Dr.N. Muhammad Ali

Convenor: Dr. Sabir Navas C.M

**Members Present:**

- |   |      |
|---|------|
| 1. Dr. N. Muhammad Ali (Professor in charge)                  | sd/- |
| 2. Ibrahim.P.K(Dept. of Economics)                            | sd/- |
| 3. Basheer.M (Associate Professor, Dept. od Arabic)           | sd/- |
| 4. Dr. T.K. Yousuf (HoD Arabic)                               | sd/- |
| 5. Dr. K.Shaik Muhammed(Associate professor, Dept. of Arabic) | sd/- |
| 6. Ahammed Basheer. C.K                                       | sd/- |
| 7. Dr. Sabir Navas (co-ordinator)                             | sd/- |

**Agenda:**

1. Remedial Programme
2. Intensive coaching for slow learners
3. Exam orientation

**Decisions:**

1. The departments convene a meeting to discuss the issue
2. prepare a panel of teachers for the Conduct of remedial classes for weak students
3. Panel to conduct intensive coaching on study skills and exam skills

**Dr.N Muhammad Ali.**  
Associate Prof., in charge of Principal  
MUA College, Pulikkal

**Meeting Date: 15/03/2018**

Time: 2pm

Venue: Principal's chamber

Meeting Chairman: Dr. N.Muhammad Ali (Associate Prof., in charge of Principal)

Convenor: Dr.Sabir Navas C.M (IQAC convenor)

**Members present:**

- |   |      |
|---|------|
| 1. Dr. N. Muhammad Ali (Professor in charge)                    | sd/- |
| 2. M. Basheer (Associate professor, Dept. of Arabic)            | sd/- |
| 3. Dr. K. Shaik Muhammed (Associate professor, Dept. of Arabic) | sd/- |
| 4. Ahammed Basheer(HA)  | sd/- |
| 5. Ibrahim. P.K(Dept. of Economics)                             | sd/- |
| 6. Hafsath. U (Dept. of English)                                | sd/- |

**Agenda:**

1. Annual Report
2. Vacation Activities

**Decisions:**

1. Approve and pass the draft annual report
2. Start preparing Self Study Report during vacation. Mr. Aman and Mr. Ibrahim volunteered to do the work.

**N.Muhammad Ali**  
Associate Prof., in charge of Principal  
MUA College, Pulikkal