

IQAC MINUTES AND ACTION TAKEN REPORT

2018-2019

Meeting date: 13/06/2018

Time: 10 am

Venue: Principal's office

Meeting chairman: Sayyid Muhammed Shakir (Principal)

Meeting convenor: Dr. Sabir Navas. C.M

Members present:

- | | |
|--|------|
| 1. Dr. Sayyid Muhammed Shakir (Principal) | sd/- |
| 2. Dr.N. Muhammed Ali (Associate professor, Dept. of Arabic) | sd/- |
| 3. Abdu Rasheed.K.P(Dept. of English) | sd/- |
| 4. Ibrahim.P.K(Dept. of Economics) | sd/- |
| 5. Dr. T.K.Yousuf(HoD Arabic) | sd/- |
| 6. Ahammed Basheer.T (HA) | sd/- |
| 7. Dr.Sabir Navas (coordinator) | sd/- |

Agenda: Plan of action for the academic year 2018-2019

Decisions:

1. Prepare a documentary about the college highlighting salient features, history, contribution, vision and mission etc. -Duty assigned to Mr. Sabir Navas, C.K. Muhammed Basheer, & P.P. Salahudheen.
2. Reduce plastic and other wastes in the campus- implement a viable and cost-effective method to dispose waste.
3. Expand IQAC -coopt Abdu Rasheed (Dept. of English), and P. Abdul Muneer (Dept. of Arabic)
4. Conduct induction programme for first year students
5. conduct industrial visit for economics students
6. conduct pre-marital counselling under W.D.C
7. Conduct entry level test for new admission students to identify weak and advanced learners
8. Class tutors keep a tutor's book for each student
9. Start preparing Self Study Report criteria wise for the current year

Dr. Sayyid Muhammed Shakir P
Principal
MUA College, Pulikkal

Meeting date: 4/07/2018

Time: 10 am

Venue: Principal's office

Meeting chairman: Sayyid Muhammed Shakir (Principal)

Meeting convenor: Dr. Sabir Navas

Members present:

- | | |
|--|------|
| 1. Dr.Sayyid Muhammed Shakir (Principal) | sd/- |
| 2. Dr.N. Muhammed Ali (Associate Professor, Dept. of Arabic) | sd/- |
| 3. Abdu Rasheed.K.P (Dept. of English) | sd/- |
| 4. Ibrahim.P.K (Dept. of Economics) | sd/- |
| 5. Dr. T.K.Yousuf (HoD Arabic) | sd/- |
| 6. M. Basheer | sd/- |
| 7. T.P. Muthasim Billa | sd/- |
| 8. C.K. Muhammed Basheer | sd/- |

Agenda:

1. Appointment of new IQAC Coordinator
2. Reconstitute IQAC

Decisions:

1. Accepted the resignation of Dr. Sabir Navaas, coordinator,IQAC
2. Unanimously agreed to appoint Prof. KP. Abdu Rasheed as new coordinator.
3. Reconstituted IQAC by coopting members from student union, management, PTA and industry.

Dr. Sayyid Muhammed Shakir P
Principal
MUA College, Pulikkal

Meeting date: 8/08/2018

Time: 2pm

Venue: Principal's office

Meeting chairman: Sayyid Muhammed Shakir (Principal)

Meeting convenor: Abdu Rasheed.K.P (IQAC Coordinator)

Members present:

- | | |
|---|------|
| 1. Dr. Sayyid Muhammad Shakir (Principal) | sd/- |
| 2. Dr.N. Muhammed Ali (Associate Professor, Arabic) | sd/- |
| 3. Dr.Sabir Navas (Asst. Professor, Arabic) | sd/- |
| 4. Ibrahim.P.K(Asst. Professor, Economics) | sd/- |
| 5. Ahammed Basheer(HA) | sd/- |
| 6. Abdul Muneer Poonthala (Asst.Professor, Arabic) | sd/- |
| 7. Abdu Rasheed.KP(Co ordinator) | sd/- |

Agenda: Reconstitution of various functional committees

Decisions:

1. Convene a staff meeting on 14/08
2. Conduct a workshop on NAAC Accreditation process in December. Invite Dr.Muhammed Saleem, Farook Training College as RP
3. Conduct internal FDP series for teaching and non-teaching staff of the college.
4. Invite Dr. Rahmathullah as RP for internal FDP
5. Reconstitute the following functional committees in the meeting.

- I. Students' Grievance Redressal Cell
- II. Women's Development Cell
- III. library committee
- IV. Language clubs (English, Arabic, Malayalam, Rashtra Bhasha)
- V. Career guidance and counselling
- VI. Remedial Coaching
- VII. Informatics Centre
- VIII. Literary Club
- IX. Green Cub

Dr. Sayyid Muhammed Shakir P
Principal
MUA College, Pulikkal

Meeting date: 18/03/2019

Time: 3pm

Venue: Principal's office

Meeting chairman: Sayyid Muhammed Shakir (Principal)

Meeting convenor: Abdu Rasheed.K.P (IQAC Coordinator)

Members present:

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|--|------|
| 1. Dr. Sayyid Muhammed Shakir (Principal) | sd/- |
| 2. Dr.N. Muhammed Ali (Associate professor) | sd/- |
| 3. Dr.Sabir Navas (Asst. Professor, Arabic) | sd/- |
| 4. Ibrahim.P.K (Asst. Professor, Economics) | sd/- |
| 5. Dr. T.K.Yousuf (HoD, Arabic) | sd/- |
| 6. Ahammed Basheer(HA) | sd/- |
| 7. Abdul Muneer Poonthala(Asst. Professor, Arabic) | sd/- |
| 8. Abdu Rasheed.KP(Co-ordinator) | sd/- |

Agenda:

1. Honour Dr. Shaik Muhammed on securing MM Ghani Award for Best Teacher.
2. Review of activities conducted during the academic year.

Decisions:

1. Conduct a programme 'Applause' on 29/03/2019 to honour Dr. Shaik Muhammed on receiving MM Ghani Award.
2. Prepare an action plan for realizing accreditation and discuss with the PARAMARSH team.

Dr. Sayyid Muhammed Shakir P
Principal
MUA College, Pulikkal