

IQAC MINUTES AND ACTION TAKEN REPORT

2019-2020

Meeting date: 03/06/2019

Time: 3pm

Venue: Principal's office

Meeting chairman: Sayyid Muhammed Shakir (Principal)

Meeting convenor: Abdu Rasheed.K.P (Co-ordinator)

Members present:

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

Agenda:

1. Academic Calendar, Semester Plan for the year 2019-2020
2. Induction programme
3. S.S.R. Preparation

Decisions:

1. Prepare academic calendar for the current academic year. Charge to NM and RP
2. Teachers to prepare a semester plan as per format and submit before 30/06
3. Submit completion report by 30/11
4. Conduct induction programme for newly enrolled students- charge to Dr. Sabir Navas
5. Core groups to submit the draft of criteria wise report by 30/12 (S.S.R)

Dr. Sayyid Muhammed Shakir P
Principal
MUA College, Pulikkal

Meeting date: 28/07/2019

Time: 3pm

Venue: Principal's office

Meeting chairman: Sayyid Muhammed Shakir (Principal)

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

Members present:

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

Agenda:

1. workshop on IPR jointly with IPR Cell
2. Internal FDP

Decisions:

1. Conduct workshop on IPR in the first week of August -PN, KS, SN given charge to organize-
2. Conduct Internal FDP in the last week of August – invite Dr. Muzaffar Alam as RP
3. Dr. Sabir Navas assigned to invite RP and organize the programme.

Dr. Sayyid Muhammed Shakir P
Principal
MUA College, Pulikkal

Meeting date: 01/10/2019

Time: 3pm

Venue: Principal's office

Meeting chairman: Sayyid Muhammed Shakir (Principal)

Meeting convenor: Abdu Rasheed.K.P(coordinator)

Members present:

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

Agenda:

1. Exam Orientation
2. Remedial Teaching
3. K-TET coaching

Decisions:

4. Conduct an orientation session for all classes introducing question pattern, exam tips, learning skill etc. in the second and third week of October
5. PM, CK, TP, IB and KH given charge to organize
6. Conduct remedial teaching for weak students after the exam- NM, IB, and KH given charge.
7. Conduct K-TET coaching for students who are to appear for the test – Career Guidance & Placement cell given responsibility to conduct programme.

Dr. Sayyid Muhammed Shakir P
Principal
MUA College, Pulikkal

Meeting date: 07/01/2020

Time: 3pm

Venue: Principal's office

Meeting chairman: Sayyid Muhammed Shakir (Principal)

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

Members present:

1. Dr. Sayyid Muhammed Shakir (Principal)
2. Dr.N. Muhammed Ali (Asst.Professor, Arabic)
3. Dr.Sabir Navas(Asst.Professor, Arabic)
4. Ibrahim.P.K (Asst.Professor,Economics)
5. Dr. T.K.Yousuf(Associate Professor, Arabic)
6. Dr.P.N.Abdul Ahad(HoD Arabic)
7. Abdul Muneer Poonthala (Asst.Professor, Arabic)
8. Abdu Rasheed.KP (coordinator)

Agenda:

1. Appointment of NAAC Coordinator
2. infrastructure augmentation
3. Workshop on Criteria 6&7 for mentee colleges in collaboration with IQAC Farook College
4. library and Research Centre -Quality enhancement
5. Mentor-Mentee meet
6. Action plan for accreditation

Decisions:

1. Appoint Dr. N. Muhammad Ali as NAAC Coordinator
2. Dr. N.Muhammad Ali and Abdu Rasheed.K.P to assess the infrastructure requirement and submit report.
3. Conduct a one-day workshop on SSR Criteria 6&7 documentation in collaboration with IQAC, Farok College. Prof. Abdu Rasheed, Dr. N. Muhammad Ali given charge of the organization.
4. Dr. Abdul Ahad and Dr. Shaik Muhammed are to oversee the requirements for the research center towards quality enhancement.
5. IQAC team to discuss with librarian to take necessary steps to make the library more resourceful and user friendly
6. Hold a mentor mentee meeting on 14/01/'20.
7. Prepare an action plan to realize accreditation and discuss with the PARAMARSH team.

Dr. Sayyid Muhammed Shakir P
Principal
MUA College, Pulikkal

Meeting date: 11/05/2020

Time: 2pm

Venue: Principal's office.

Meeting chairman: Sayyid Muhammed Shakir (Principal)

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

Members present:

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|--|------|
| 1. Dr. Sayyid Muhammed Shakir(Principal) | sd/- |
| 2. Dr. N. Muhammed Ali(NAAC Coordinator) | sd/- |
| 3. Dr.Sabir Navas (Asst.Professor, Arabic) | sd/- |
| 4. Ibrahim.P.K (Asst.Professor,Economics) | sd/- |
| 5. Dr.P.N.Abdul Ahad(HoD, Arabic) | sd/- |
| 6. Ahammed Basheer.T (HA) | sd/- |
| 7. Raheeb. T(Librarian) | sd/- |
| 8. Abdu Rasheed.KP (Coordinator) | sd/- |

Agenda:

1. Reconstitute IQAC
2. Online teaching initiatives
3. Introduce LMS in the pandemic context

Decisions:

1. Reconstitution after the appointment of teachers against existing vacancy
2. Conduct a hands-on training session to faculty members about LMS and online teaching tools and technology on 1/06/2020. Dr. Muhthasim billah will lead the session
3. Conduct a webinar on the topic "Online Learning Platforms for Students', 'E-learning opportunity and Challenges' on 20/05/2020. Dr. Sabir Nawas will coordinate the programme- invite Dr. Ajmal Mueen and Mr. Aman.K as RPs
4. install C.C.TV cameras in exam halls and corridors- principal to negotiate with service providers.
5. Install Info. boards & site map in the campus -Dr. Basheer.M and Raheeb.T given charge.

Dr. Sayyid Muhammed Shakir P
Principal
MUA College, Pulikkal

Meeting date: 26/05/2020

Time: 2pm

Venue: Principal's office.

Meeting chairman: Dr. Sayyid Muhammed Shakir (Principal)

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

Members present:

- | | |
|--|------|
| 1. Dr. Sayyif Muhammed Shakir (Principal) | sd/- |
| 2. Dr.N. Muhammed Ali(NAAC Coordinator) | sd/- |
| 3. Dr.Sabir Navas(Asst. Professor, Arabic) | sd/- |
| 4. Ibrahim.P.K (Asst.Professor, Economics) | sd/- |
| 5. Dr.P.N.Abdul Ahad (HoD, Arabic) | sd/- |
| 6. Ahammed Basheer.T (HA) | sd/- |
| 7. Raheeb. T(Librarian) | sd/- |
| 8. Abdu Rasheed.KP (Coordinator) | sd/- |

Agenda:

1. Commencing online classes
2. formation of functional committees for the new academic year
3. conduct webinar series
4. purchasing online meeting tools
5. S.S.R. Preparation

Decisions:

1. As per Govt. instruction teaching in the online mode will be started from 1st June onwards.
2. Class tutors contact students personally and ensure they have access to online tech tools.
3. All teachers must make alternate arrangements to provide learning experience to students who have no access to internet or technology.
4. Students to be communicated regarding the commencement of classes in online mode officially.
5. College IT team is to give necessary support to teachers and students in this regard.
6. Conduct a Hands-on training introducing various LMS and other online platforms on 1/06/20
7. Dr.T.K. Yousuf and Dr. Sabir Navas entrusted to consult IT professional to purchase LMS software and online meeting apps.
8. Reconstituted Functional Committees to organize and conduct curricular and extracurricular activities. Details of the committee members will be published in the college calendar.

9. The second and third webinar on pandemics related precautions, stress management, mental preparedness for the new academic year to be conducted in the first half of June.
10. Organise a training course (FDP) exclusively for Arabic Teachers in and outside the institution in the last week of July. Dept. of Arabic to oversee the organization of the programme. Dr.Sabir Navas and MR. Abdul Muneer Poonthala given charge.

Dr. Sayyid Muhammed Shakir P
Principal
MUA College, Pulikkal