

IQAC MINUTES AND ACTION TAKEN REPORT

2020-2021

Meeting date: 24/08/2020

Time: 2pm

Venue: Principal's office.

Meeting chairman: Sayyid Muhammed Shakir (Principal)

Meeting convenor: Abdu Rasheed.K.P

Members present:

- | | |
|---|------|
| 1. Dr.Sayyid Muhammed Shakir (Principal) | sd/- |
| 2. Abdu Rasheed.KP (Coordinator) | sd/- |
| 3. Dr.N. Muhammed Ali (NAAC Coorinator) | 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. Mahboob Koppilan (PTA) | sd/- |

Agenda:

1. Webinar on National Education Policy
2. Workshop on Tech tools and Web resources
3. Discussion with PARAMARSH Accreditation ambassador and Mentor team

Decisions:

1. Conduct national webinar on "NEP 2020-Prospects and Challenges" on 7/09/2020- Dr. Sabir Navas C.M, Dr. Muhthasim Billah T.P & CK Basheer given charge.
2. Conduct a workshop on "Tech Tools and Web Resources for Learning English" on second week of December. Prof. Abdu Rasheed and Hafsath Udumbra given charge.
3. Hold a discussion with PARAMARSH accreditation ambassador and Mentor team on institutional quality enhancement initiatives. (Tentative date, third week of September.)

Dr. Sayyid Muhammed Shakir P
Principal
MUA College, Pulikkal

Meeting date: 08/10/2020

Time: 2pm

Venue: IQAC office

Meeting Chairman: Dr. Sayyid Muhammed Shakir (Principal)

Meeting Convenor: Abdu Rasheed. K.P

Members present:

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

Agenda:

1. Induction programme
2. Appointment of class tutors
3. Time table preparation
4. internal tests
5. feedback
6. stock register updating

Decisions:

1. Conduct 5days induction programme for AU Preli 1st year and degree 1st year students from 15/09
2. Entrusted the following staff members for the conduct of the programme
Dr. P.N.Abdul Ahad, Dr.Sabir Navas, Dr. Basheer.M, Muhammed Basheer.C.K
Ibrahim.P, Hafsath.U
3. Assigned the duty of class tutor to Following Teachers
P1- MB P2-CK AU1-KH AU2-TP AU3- PM EC1-IB EC2- MH EC3-JR
FA1-MK FA2-NK FA3-PP PG1-SN PG2-NM
4. Time table preparation charge to Dr. N. Muhammad Ali, Abdul Muneer. P, Dr. Muthasim billah
5. Entrusted Dr. T. K Yousuf and C.K.Muhammed Basheer to prepare feedback forms and collect response from students and teachers regarding efficacy of online classes.
6. Conduct centralized Internal Test for all running classes in the last week of October. Internal Exam Cell given charge.
7. Infrastructure maintenance committee to update stock register.

Dr. Sayyid Muhammed Shakir P
Principal
MUA College, Pulikkal

Meeting date: 11/01/2021

Time: 3pm

Venue: IQAC Office

Meeting Chairman: Sayyid Muhammed Shakir (Principal)

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

Members present:

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

Agenda:

1. Exam Orientation Class for Preli II and IVth Sem Students
2. Internal Complaint Cell
3. Food Court and Stationery Outlet in the campus
4. Orientation programme on Higher Education in Central Universities & Other premier institutions.
5. Workshop on Innovation and Entrepreneurship
6. Workshop on Salient features of NEP

Decisions:

1. Conduct exam orientation classes for preli II an IVth sem students in February- Charge given to Abdul Muneer P, CK Basheer and Hafsath U
2. Constitute Internal Complaint Cell to redress workplace grievances.
3. Start a Food Court and Stationery outlet in the campus – charge given to Dr. N. Muhammad Ali and Dr. TP. Muhthasim Billah
4. Conduct Orientation programme on Higher education in central universities & other premier institutions in India in the first week of March – charge to Dr. Muhthasim Billa, Mr. Ibrahim.PK, Dr. Shafeeque CP.
5. Conduct a workshop on Innovation an entrepreneurship in the first week of February– charge to Economics Dept & ED Club
6. Conduct a workshop on the salient features of NEP as an internal FDP in the third week of March- Charge to Dr. Sabir Navas

Dr. Sayyid Muhammed Shakir P
Principal
MUA College, Pulikkal

Meeting date: 03/06/2021

Time: 2pm

Venue: Principal's Chamber.

Meeting Chairman: Sayyid Muhammed Shakir (Principal)

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

Members present:

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

Agenda:

1. Students' House visit
2. SSR progress review and feedback- discuss with Mentor team

Decisions:

1. Teachers in small groups visit the homes of all students to assess learning progress, online facilities and physical and emotional well being
2. Begin as a new initiative of IQAC – start on 8/07 and finish by 31/7- the programme named as TIPS- Teachers' Interaction with Students and Parents.
3. Hold a discussion and feedback session with the Mentor team of Farook college in the third week of July to discuss SSR draft and other quality initiatives.

Dr. Sayyid Muhammed Shakir P
Principal
MUA College, Pulikkal

Meeting date: 01/09/2021

Time: 2pm

Venue: Principal's Chamber.

Meeting Chairman: Sayyid Muhammed Shakir (Principal)

Meeting Convenor: Abdu Rasheed. K.P

Members present:

- | | |
|--|------|
| 1. Dr. Sayyid Muhammed Shakir (Principal) | sd/- |
| 2. Dr.N. Muhammed Ali (NAAC Coordinator) | sd/- |
| 3. Ibrahim.P.K (Asst.Professor, Economics) | sd/- |
| 4. Raheeb. T(Librarian) | sd/- |
| 5. Ahamad Basheer. T(HA) | sd/- |
| 6. Abdu Rasheed.KP (coordinator) | sd/- |

Agenda:

1. JRF/NET coaching
2. Induction programme
3. Teachers' day programme
4. One Day workshop on Accreditation Process

Decisions:

1. Conduct JRF/NET coaching in October – charge to Career and Placement Cell & Dept. of Arabic
2. Conduct 5 day induction programme for new admission students in the last week of October – charge to Dr. Sabir Navas , Ibrahim PK and Hafsath Udumbra
3. Conduct an online essay writing contest for students on the topic “ My Idea of an Ideal Teacher” on Sept.5- Teacher's day- charge to Raheeb.T, Librarian
4. Conduct a one-day workshop in the last week of September on the practical aspects of accreditation process- charge to Abdu Rasheed.KP

Dr. Sayyid Muhammed Shakir P
Principal
MUA College, Pulikkal

Meeting date: 04/10/2021

Time: 2pm

Venue: Principal's Chamber.

Meeting Chairman: Sayyid Muhammed Shakir (Principal)

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

Members present:

- | | |
|---|------|
| 1. Dr. Sayyid Muhammed Shakir (Principal) | sd/- |
| 2. Dr.N. Muhammed Ali (NAAC Coordinator) | sd/- |
| 3. Ibrahim.P.K (Asst.Professor, Economics) | sd/- |
| 4. Abdul Muneer P (Asst. Professor, Arabic) | sd/- |
| 5. Ahamad Basheer. T(HA) | sd/- |
| 6. Abdu Rasheed.KP (coordinator) | sd/- |

Agenda:

1. Internal FDPS
2. Workshop on Accreditation Process
3. International Arabic Day Programmes
4. JRF/NET coaching

Decisions:

1. Conduct Internal FDP s on Institutional Quality Enhancement, Art of Joyful Teaching, Tools and Tips for Effective Multi Media Presentations, Online Resources in Library in October, November and December – Charge to Dr. Sabir Navas.
2. Conduct one day workshop on NAAC Accreditation process- things to remember on November last week
3. Celebrate international Arabic Day by organizing various academic and competitive programmes in December - charge to Arabic Club and Arabic Department

Dr. Sayyid Muhammed Shakir P
Principal
MUA College, Pulikkal

Meeting date: 15/12/2021

Time: 2pm

Venue: Principal's Chamber.

Meeting Chairman: Sayyid Muhammed Shakir (Principal)

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

Members present:

- | | |
|---|------|
| 1. Dr. Sayyid Muhammed Shakir (Principal) | sd/- |
| 2. T.P. Abdulla Koya Madani (Manager) | sd/- |
| 3. Dr.N. Muhammed Ali (NAAC Coordinator) | sd/- |
| 4. Ibrahim.P.K (Asst.Professor, Economics) | sd/- |
| 5. Abdul Muneer P (Asst. Professor, Arabic) | sd/- |
| 6. Ahamad Basheer. T(HA) | sd/- |
| 7. Abdu Rasheed.KP (coordinator) | sd/- |
| 8. Abdul Khalik.PP (Industry) | sd/- |
| 9. Mahboob Koppilan (PTA) | sd/- |

Agenda:

1. Submit IIQA for NAAC Accreditation
2. SSR documentation review
3. Submit updated data for AISHE

Decisions:

1. Submit IIQA on 30 th December.
2. Reviewed SSR completion Status
3. Gave deadline to criteria wise leaders to complete documentation and submit to IQAC by 10 th January
4. Dr. Muhthasim Billa and Mr. Aman given charge to upload information for the survey in the absence of Dr. TK. Yousuf

Dr. Sayyid Muhammed Shakir P
Principal
MUA College, Pulikkal

Action Taken Report
Academic Year (2016-2017)

As per the decisions evolved after discussion in IQAC meetings held the following actions were taken and implemented.

1. Batch level inauguration was held. Induction program was conducted program wise giving necessary orientation to students regarding the programme objective and outcome, course objectives and outcome, relevance and scope of the program, research needs and opportunities in respective areas, learning and research skills etc.
 2. Each department conducted discussions, debates, seminars and workshops in core subject areas. Dr. TK Yousuf, HoD Arabic and Mr. Ibrahim, HoD, Economics monitored the conduct of programs.
 3. Based on the result of the entry level tests and first internal tests, weak students were identified and remedial classes were given to them.
 4. Global Alumni meeting held in December. The project presented before the Aluni for hostel construction was accepted. Constituted a hostel reconstruction committee.
 5. Annual Report of Activities presented and approved.
-

Action Taken Report
Academic Year (2017-2018)

1. A half-day session was held for teachers to give awareness on professional ethics, code of conduct, importance of career enhancement, Research opportunities, need for integrating new technologies to teaching learning process. Dr. Sabir Navas and N. Muhammadali led the session.
2. College developed a viable system to maintain cleanliness in the campus and to dispose degradable and non-degradable wastes. Multi colored waste bins were placed in different positions in the campus. An agreement was reached with the panchayath kudumbasree units to dispose plastic wastes from the campus periodically.
3. Department level panel of teachers was prepared to engage remedial coaching and intensive exam-oriented workshop. Dr. TK Yousuf and Mr. Ibrahim, Departments Heads of Arabic and Economics respectively monitored the conduct of the programs.
4. Teachers and administrative staff contributed to the Ahayam house project undertaken by NSS units.
5. Annual report of activities approved.

Action Taken Report
Academic Year (2018-2019)

1. Conducted induction programme for newly enrolled students. Entry level test conducted to identify slow, average and advanced level students.
2. Conducted pre-marital course under women development cell (WDC)
3. Industrial visit conducted for economics students.
4. Tutors' book introduced for each student recording his/her academic performance and progression.
5. Started preparing a documentary about the college, but the work is not complete.
6. Started preparing draft SSR.
7. Appointed K.P. Abdu Rasheed as IQAC Coordinator to replace Dr. Sabir Navas C.M who resigned from the post.
8. Honoured Dr. K. Sahik Muhammed on securing MM Ghani Award for best teacher from University of Calicut
9. Reconstituted the following functional committees
 - 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
10. Reviewed the activities conducted in the academic year and prepared an action plan leading to accreditation.

Action Taken Report
Academic Year (2019-2020)

1. Teachers submitted semester plan and completion report in the prescribed format provided by IQAC.
 2. Criteria-wise core groups started documentation for SSR
 3. Dr. N. Muhammadali given charge of co-ordinator NAAC
 4. Dr. N. Nuhammadali and Mr. Abdu Rasheed. KP submitted a report regarding the additional infra structure requirement for the institution.
 5. Dr.P.N Abdul Ahad and Dr. K Shaik Muhammed submitted a report listing the requirements to enhance the efficiency of the research centre.
 6. Steps initiated to make necessary changes and additions to make the library more user friendly.
 7. Mentor-mentee meeting convened to listen to students' problems and grievances and suggest solution.
 8. Conducted workshop on IPR, SSR documentation, and Internal FDP
 9. Exam orientation conducted for students.
 10. Remedial teaching conducted for slow learners.
 11. Special coaching given to students appearing for the K-TET exam under Career Guidance and Placement Cell.
-

Action Taken Report
Academic Year (2020-2021)

1. In the COVID scenario classes started online from 1st June. Class tutors contacted students to make sure they had connectivity and gadgets to attend online classes. Tutors made arrangements to provide learning facilities for students who did not possess smart phones and had no access to internet.
 2. College IT team gave necessary support to teachers and students in this regard. A Hands-on training for teachers introducing various LMS and other online platforms was held on 1/06/20
 3. Aailed ZOOM, Google Meet & Google Classroom platforms for conducting online classes.
 4. Reconstituted Functional Committees to organize and conduct curricular and extracurricular activities.
 5. Webinar series conducted on pandemics related precautions, stress management, mental preparedness for the new academic year and other topics.
 6. 5-day Induction programme conducted for newly enrolled students.
 7. Internal exams conducted online.
 8. Feedback collected from students regarding the efficacy of online classes and necessary remedial measures taken after analyzing the feedback.
 9. Infra structure maintenance committee started updating of stock register.
 10. Conducted FDP for Arabic teachers.
 11. Conducted webinar on NEP- salient features
 12. Conducted workshop on Tech tools and web resources.
 13. Constituted Internal Complaint Cell
 14. Food Court and stationery outlet started in the campus under Al-Mabarra.
 15. Orientation program given to students on Hr. Education in central universities.
 16. Conducted workshop on Innovation and Entrepreneurship.
 17. Started a new initiative TIPS- Teachers' Interaction with Students and Teachers. Teachers in groups started visiting students houses to learn about problems faced during pandemic times.
 18. Conducted one day workshop on Accreditation process.
 19. Conducted Internal FDPs on different relevant topics.
 20. Organised Intranational Arabic Day.
 21. Submitted IIQA.
-