

ACTION TAKEN REPORT 2018-19

S.NO	DATE OF MEETING	DECISIONS	ACTION TAKEN
1	18/06/2018	The meeting approved minutes of last meeting	
2		The meeting assigned Muhammed Abdurahiman N A(Associate Professor in Arabic Department) to formulate an action plan for this year .	An action plan was prepared by Muhammed Abdurahiman N A(Associate Professor in Arabic Department) and the activities were arranged on its basic.
3		The meeting decided to give slow learners remedial coaching	Ten days remedial coaching was conducted.
4		The meeting assigned Add on course convener to receive applications for certificate courses. f	The applications for certificate courses were received and conducted the classes.
5		The meeting requested to all HoDs to submit department wise year plan.	The year plan was submitted on 25/06/2018.
6	20/08/2018	The meeting decided to publish the book (Vazhi vilakk ,History of the college) and allowed thirty thousand rupees for publication	The book (Vazhi vilakku ,History of the college) was published on February 2018
7		The meeting decided to conduct internal exam for all atudents.	The first Internal Examination was conducted from 22/10/2018 to 29/10/2018. The second Internal Examination was conducted from 18/02/2019 to 25/02/2019
8		The meeting decided to renew fabrication of library.	The fabrication of library was renewed



9		The meeting decided to conduct a coaching for UG and PG students for TET and assigned Dr saadudheen V P as a convener of the programme	One month coaching for UG and PG students for TET was conducted from 25/09/2018 to 26/10/2018
10		The meeting entrusted Junais T.P to conduct LMS programme.	LMS programme was conducted on 30/08/2018
11		Entrusted Najmul babu K.C to manage sports programme, and Abdussalam M.P to manage Arts and cultural programme.	The sports programme was conducted on 25/02/2019. The Arts and cultural programme was conducted on 16,17/01/2019.
12	08/11/2018	The meeting approved the minutes of last meeting.	
13		The meeting decided to form a Group of students named CERT to help the flood effected people and nature calamities .	A wing of students was formed to help the effected people from natural calamities .
14		The meeting decided to conduct two days national seminar under Department of Islamic finance on the subject “ Islamic finance & sustainable socio –Economic Development	Two days national seminar was conducted by the Department of Islamic finance on the subject “ Islamic finance & sustainable socio –Economic Development”
15		The meeting decided to conduct a motivation class for the slow learners	A motivation class was conducted for the slow learners .
16		The meeting decided to implement Four certificate courses : 1.certificate course in DTP 2. certificate course in writing skills in Arabic 3. certificate course in Life skill & life management	Four certificate courses were implemented in the campus on.... 1.certificate course in DTP 2. certificate course in writing skills in Arabic 3. certificate course in Life skill & life management



		4. certificate course in spoken English	4. certificate course in spoken English
17		Publication of research journal.	The initial works for the Publication of research journal were stated.
18		The meeting granted permission for study tour boys and girls separately.	The study tour was held for boys and girls on.....
19		The meeting decided to conduct training program for teaching and non teaching staff.	A training program was conducted for teaching and non teaching staff on 11/12/2018
20	03/01/2019	The meeting approved the minutes of last meeting.	
21		Entrusted Muhammed Bsaheer.C to conduct Internal exam of the current year.	The t Internal exam was conducted.
22		The meeting assigned Ayisha M T (Associate Professor in Arabic Department) , Rubeena U T (Lecturer in Arabic Department) , Junasiya Mol P (Guest in English Department) to prepare Timetable for Next academic year.	The Timetable for the academic year 2019-20 was submitted within one month.
23		The Meeting assigned Najmul Babu K C ((Assistant Professor in Arabic Department) to form Birds' Club	A Birds' Club was formed on 02/08/2018
24		The meeting decided to conduct Onam celebration on September 4.	A celebration was conducted relating to Onam on September 4.
25		The meeting decided to make linkage with RUA college Farook and MUA Collged Pulikkal.	The language was made to RUA college Farook and MUA Collged Pulikkal.



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