



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd 1982

Affiliated to Manonmaniam Sundaranar University, Tirunelveli, Recognized u/s 2(f) & 12(B) of UGC Act.  
Azhagiemandapam, Thiruvithancode - 629 174, Kanyakumari District, Tamil Nadu, India.  
Phone : +91 4651 248397, 248842 / website : www.muslimartscollege.in / email : muslimartscollege@gmail.com



ISO 9001:2000  
Reg. No. : RQ91/3688

## Criterion 6

### Governance, Leadership and Management

#### 6.5 INTERNAL QUALITY ASSURANCE SYSTEM

#### DVV RESPONSES FOR 6.5.2

### IQAC Meeting minutes and Action Taken Report

Submitted to

**THE NATIONAL ASSESSMENT AND  
ACCREDITATION COUNCIL**

**(NAAC)**

**August 2024**



# MUSLIM ARTS COLLEGE

A MUSLIM UNIVERSITY, KANNIYAKUMARI DISTRICT, TAMIL NADU  
Affiliated to Marudhamalai Sahitya Academy, Thiruvithankode, Government Order No. 2013 of 1982, Act  
Thiruvithankode, Thiruvithankode - 620 174, Kanyakumari District, Tamil Nadu, India  
Phone: (04) 2653 24327, 265327 / e-mail: muslimartscollege@gmail.com, muslimartscollege@gmail.com



ACADEMIC YEAR 2018-2019 (Odd)

Date: 19-06-2018

## Circular

### Sub: IQAC Meeting notification-reg

The Internal Quality Assurance Cell (IQAC) meeting has been arranged on 20-06-2018 at 2.30 pm in IQAC chamber. The members of the cell are requested to attend.

### Agenda

Review of Previous Meeting and the actions taken

Review of CCTV Installation


Conducting Seminars and Workshops

Eco-Friendly campus

### Members

1. Dr. S. Dawn Dharma Roy (Principal)
2. Dr. A. Mohamed Siddique (Vice Principal)
3. Mrs. H. Annshini (Department. of English)
4. Dr. V. Rejulin Jerin Kumar (Department of English PG)
5. Mrs. S. Rishitha Dayana (Department of Mathematics)
6. Dr. T. Kumaran (Department of Zoology)
7. Dr. M. Jagathish (HOD of Commerce)
8. Mrs. T. Sherin Mary (HOD of N&D)
9. Mrs. S. Sunitha (Department of Mathematics)
10. Dr. C. Christo Queensly ( Department of Zoology)

  
IQAC Coordinator

  
Principal

(Signature with seal)  
**PRINCIPAL**  
**MUSLIM ARTS COLLEGE**  
THIRUVITHANCODE - 629 174



# MUSLIM ARTS COLLEGE

A Muslim University Institution - Estd. 1972  
Affiliated to Mahatma Gandhi University, Tirunelveli. Recognized under 2(F) & 12(B) of UGC Act  
Vzhagamandapam, Thiruvithancode - 620 174, Kanyakumari District, Tamil Nadu, India  
Phone: (91) 8651 246317, 248842. Website: www.muslimartscollege.in, www.muslimartscollege@gmail.com



## Minutes of the meeting held on 20-06-2018

The IQAC has conducted a meeting on 20-06-2018 at 2.30 pm in the IQAC chamber. The Coordinator of the IQAC initiated the discussion. The following points were discussed during the meeting.

### **Review of Previous Meeting and the actions taken:**

The IQAC has implemented a Nodal Research Forum called MAC Research forum to improve the research activities in students and Research scholars. The suggestions were given by the committee members related to cleanliness, drives and measures being undertaken in the campus. Admission process responsibilities were allocated to certain committee members.

### **Review of CCTV Installation:**

Mr. Britto (Department of Computer Science) provided a detailed explanation of the installation process and answered questions regarding equipment and setup of CCTV. Mrs B.S. Sruthi (Department of BCA) has also discussed the CCTV system with the existing IT infrastructure and network security measures.

### **Academic calendar, Circulars and Submission:**

The IQAC informed the departments to follow the academic calendar given by the University and to follow the academic calendar in conducting the Continuous Internal Assessment (CIA) exams. The IQAC also advised the departments to submit the circulars and the detailed reports of all activities that are organized by the departments immediately after the programmes are over.



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd 1992  
Affiliated to Manonmaniam Sundaranar University, Tirunelveli. Recognized u/s 2(f) & 12(B) of UGC Act  
Vzhagiemandapam, Thiruvithancode - 629 174, Kanyakumari District, Tamil Nadu, India  
Phone : (91) 4651 248302, 248842 / website: www.muslimartscollege.in / email: muslimartscollege@gmail.com



## Conducting Seminars/Workshops/Conferences:

All departments are encouraged to conduct seminars in this semester compulsorily to improve the standards of the students. Efforts must be taken to select effective topics to inbuilt the knowledge of students.

## Eco-Green Campus Cell:

The IQAC suggested to enhance campus landscaping. The importance of increasing student participation in eco-friendly activities was emphasized. The IQAC informed the Heads of the Departments to engage students in these activities. An Eco-Green campus cell was formed with Dr. Semila Pushpam ( Department of Botany) as the convenor.

Discussions were taken up by the members to maintain these matters as regularly. The consent was given by the members of the IQAC.

The meeting was closed with the vote of thanks given by Dr T. Kumaran.

The following members were present.

1. Dr. S. Dawn Dharma Roy
2. Dr. A. Mohamed Siddique
3. Mrs. H. Annshini
4. Dr. V. Rejulin Jerin Kumar
5. Mrs. S. Rishitha Dayana
6. Dr. T. Kumaran
7. Dr. M. Jagathish
8. Mrs. T. Sherin Mary
9. Mrs. S. Sunitha
10. Dr. C. Christo Queensly

  
IQAC Coordinator

  
Principal  
(Signature) **PRINCIPAL**  
**MUSLIM ARTS COLLEGE**  
**THIRUVITHANCODE - 629 174**



# MUSLIM ARTS COLLEGE

A Muslim University Institute for (1975-1982)  
Affiliated to Marudhamani Sri Sarada College, Thiruvithancode, Thiruvithancode P.O. 2018, 12013-01 UPO, Ad  
Thiruvithancode, Thiruvithancode - 620 174, Kanyakumari District, Tamil Nadu, India  
Phone: 0471 248307, 248302 Website: www.muslimartscollege.org email: muslimartscollege@gmail.com



ACADEMIC YEAR 2018-2019 (Even)

Date: 11-12-2018

## Circular

### Sub: IQAC Meeting notification-reg

The Internal Quality Assurance Cell (IQAC) meeting has been arranged on 12-12-2018 at 2.30 pm in IQAC chamber. The members of the cell are requested to attend.

### Agenda

Review of previous meeting and the action taken

Cultural activities

Educational trips and library usage

Alumni meeting

### Members

1. Dr. G. Edwin Sheela (Principal) *Sheela*
2. Dr. A. Mohamed Siddique (Vice Principal) *He*
3. Mrs. H. Annshini (Department of English) *Annshini*
4. Dr. V. Rejulin Jerin Kumar (Department of English PG)
5. Mrs. S. Rishitha Dayana (Department of Mathematics) *Rishitha*
6. Dr. T. Kumaran (Department of Zoology) *T. Kumaran*
7. Dr. M. Jagathish (HOD of Commerce UG) *he*
8. Mrs. T. Sherin Mary (HOD of N&D) *Sherin*
9. Mrs. S. Sunitha (Department of Mathematics) *Sunitha*
10. Dr. C. Christo Queensly (Department of Zoology) *Queensly*

*Annshini*  
IQAC Coordinator

*Sheela*  
Principal  
PRINCIPAL  
(Signature of Principal)  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 620 174



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd 1972  
Affiliated to Manonmaniam Sundaranar University, Tirunelveli. Recognized under 2(F) & 12(B) of UGC Act.  
Kazhagamandapam, Thiruvithancode - 620 174, Kanyakumari District, Tamil Nadu, India  
Phone : 091 4651 248397, 248843 / website : www.muslimartscollege.in / email : muslimartscollege@gmail.com



## Minutes of the meeting held on 12-12-2018

The IQAC has conducted a meeting on 12-12-2018 at 2.30 pm in the IQAC chamber. The Coordinator of the IQAC initiated the discussion. The following points were discussed during the meeting.

### **Review of Previous Meeting and the actions taken:**

The IQAC has implemented an Eco-friendly club called Eco-Green Campus Cell to improve the students connection with nature and to save the environment. The suggestions given by the committee members related to technical advancements and cleanliness were undertaken in the campus.

### **Cultural activities:**

The IQAC briefed about the cultural events to be conducted during the even semester. The principal suggested all the Heads of the departments to encourage students to participate in the activities.

### **Educational trips and Library Usage:**

All the departments are instructed to arrange field visit, industrial visit and internship programmes for the students in this academic year. The Heads of the departments were initiated to encourage the students to involve in more number of library activities.

### **Alumni Meeting:**

The IQAC instructed the Heads of the departments to conduct Annual Alumni Meet in the end of the semester to enhance the connectivity of the left out students with the department and the campus.

Discussions were taken up by the members to maintain these matters as regularly. The consent was given by the members of the IQAC.

The meeting was closed with the vote of thanks given by Mrs. S. Rishitha Dayana.



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd 1952

Affiliated to Maromaniyam Sunjaranai University, Tenali. Recognized U/s 2(F) & 12(B) of UGC Act.  
Chagiamandapam, Thiruvithancode - 629 174, Kanyakumari District, Tamil Nadu, India  
Phone: +91 4651 248337, 248842 / website: www.muslimartscollege.in / email: muslimartscollege@gmail.com



The following members were present.

1. Dr G. Edwin Sheela *Sheela*

2. Dr. A. Mohamed Siddique *A. Mohamed Siddique*

3. Mrs. H. Annshini *Annshini*

4. Dr. V. Rejulin Jerin Kumar *Rejulin*

5. Mrs. S. Rishitha Dayana *Rishitha*

6. Dr. T. Kumaran *T. Kumaran*

7. Dr. M. Jagathish *Jagathish*

8. Mrs. T. Sherin Mary *Sherin Mary*

9. Mrs. S. Sunitha *Sunitha*

10. Dr. C. Christo Quencsly *Christo Quencsly*

*[Signature]*  
IQAC Coordinator

*Sheela*  
Principal  
PRINCIPAL  
(Signature with seal)  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174



# MUSLIM ARTS COLLEGE

Approved to Affiliated to Government of Tamil Nadu, Thiruvithancode. Accredited by 2014, 2019 of IQAC Act  
Thiruvithancode, Thiruvithancode - 629 174, Kanyakumari District, Tamil Nadu, India  
Phone: (91) 94471 00000 (0800) - 629174, www.muslimartscollege.in, email: muslimartscollege@gmail.com



ACADEMIC YEAR 2019-2020 (Odd)

Date: 17-06-2019

## Circular

**Sub: IQAC Meeting notification-reg**

The Internal Quality Assurance Cell (IQAC) meeting has been arranged on 18-06-2019 at 2.30 pm in IQAC chamber. The members of the cell are requested to attend.

### Agenda

- Review of Previous Meeting and the actions taken
- Suggestion of improvements for the present academic year Academic Plan
- Conducting Seminars/Workshops/Conferences
- Attendance

### Members

1. Dr. G. Edwin Sheela (Principal) *Sheela*
2. Dr. A. Mohamed Siddique (Vice Principal) *A. Siddique*
3. Mrs. H. Annshini (Department of English) *Annshini*
4. Dr. V. Rejulin Jerin Kumar (Department of English PG) *Rejulin*
5. Mrs. S. Rishitha Dayana (Department of Mathematics) *Rishitha*
6. Dr. T. Kumaran (Department of Zoology) *T. Kumaran*
7. Dr. M. Jagathish (HOD of Commerce PG) *Jagathish*
8. Mrs. T. Sherin Mary (HOD of N&D) *Sherin*
9. Mrs. S. Sunitha (Department of Mathematics) *Sunitha*
10. Dr. C. Christo Queensly (Department of Zoology) *Christo*

*Annshini*  
IQAC Coordinator

*Sheela*  
Principal  
(Signature) **PRINCIPAL**  
**MUSLIM ARTS COLLEGE**  
**THIRUVITHANCODE - 629 174**



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Since 1972

Affiliated to Marathwada University, Jalgaon. Recognized (1982) & (1985) by UGC Act  
Syhaginandapuram, Thiruvallur Road - 629 174, Kanyakumari District, Tamil Nadu, India  
Phone: 0471 4051 24077 24042 24043 24044 24045 24046 24047 24048 24049 24050 24051 24052 24053 24054 24055 24056 24057 24058 24059 24060



## Minutes of the meeting held on 18-06-2019

The IQAC has conducted a meeting on 18-06-2019 at 2.30 pm in the IQAC chamber. The Coordinator of the IQAC initiated the discussion. The following points were discussed during the meeting.

### **Review of Previous Meeting and the actions taken:**

The IQAC has implemented for an initiation of Alumni Meeting maintain the students connection with the campus and the department. The suggestions given by the committee members related to the conduct of Alumni meeting the departments are taken into action.

### **Suggestion of Improvements for the present academic year:**

It was decided to increase the number of departmental activities in the next academic year. A discussion took place in the meeting regarding the discipline of the students and it was decided to insist students to be regular and to reach college on time. Slow learners must be identified and regular remedial coaching must be given to the students in the concerned needed areas in aim for the betterment.

### **Academic Plan:**

The IQAC directed the Heads of the departments to draft an academic plan and to circulate it among the teachers. It was suggested that the Academic Committee analyze the academic result of the courses for identification of strength and weakness highlighting the areas of improvement.

### **Conducting Seminars/Workshops/Conferences:**

All departments are encouraged to conduct seminars in this semester compulsorily to improve the standards of the students. Efforts must be taken to select effective topics to inbuilt the knowledge of students.



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd 1992

Affiliated to Mahatma Gandhi Sri Sarathi University, Tirunelveli. Recognized as 20% A (20B) of UGC Act  
zhagiemandapam, Thiruvithancode - 620 174, Kanyakumari District, Tamil Nadu, India  
Phone : 091 9851 248307, 248342 / website : www.muslimartscollege.in / Email : muslimartscollege@gmail.com



## Attendance:

IQAC directed the Heads of the departments to inform the faculty- in-charge of the classes to encourage their students to have full attendance. Students with poor attendance are to be identified and instructed to maintain regularity.

Discussions were taken up by the members to maintain these matters as regularly. The consent was given by the members of the IQAC.

The meeting was closed with the vote of thanks given by Dr.C.Christo Queensly.

The following members were present.

1. Dr G. Edwin Sheela *Sheela*
2. Dr.A.Mohamed Siddique *He*
3. Mrs.H.Annshini *Annshini*
4. Dr.V.Rejulin Jerin Kumar *1/9/*
5. Mrs.S.Rishitha Dayana *Rishitha*
6. Dr.T.Kumaran *T.Kumaran*
7. Dr.M.Jagathish *Jagathish*
8. Mrs.T.Sherin Mary *Sherin Mary*
9. Mrs.S.Sunitha *Sunitha*
10. Dr.C.Christo Queensly *Queensly*

*Annshini*  
IQAC Coordinator

*Sheela*  
Principal  
(Signature PRINCIPAL)  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd 1992  
Affiliated to Marudhaniam Sundararam University, Tirunelveli. Recognized U/S 2(F) & 12(B) of UGC Act  
Chagiamancapam, Thiruvithancode - 620 174, Kanyakumari District, Tamil Nadu, India.  
Phone: +91 4651 248337, 249842 / fax: 4651 248337. www.muslimartscollege.in / email: muslimartscollege@gmail.com



ACADEMIC YEAR 2019-2020 (Even)

Date: 04-12-2019

## Circular

### Sub: IQAC Meeting notification-reg

The Internal Quality Assurance Cell (IQAC) meeting has been arranged on 05-12-2019 at 2.30 pm in IQAC chamber. The members of the cell are requested to attend.

### Agenda

- Review of previous meeting and the actions taken
- Cultural Activities
- Educational trips and Library usage
- Feedback analysis

### Members:

1. Dr. G. Edwin Sheela (Principal) *Sheela*
2. Dr. A. Mohamed Siddique (Vice Principal) *Sheela*
3. Mrs. H. Annshini (Department of English) *Annshini*
4. Dr. V. Rejulin Jerin Kumar (Department of English PG) *Rejulin*
5. Mrs. S. Rishitha Dayana (Department of Mathematics) *Rishitha*
6. Dr. T. Kumaran (Department of Zoology) *T. Kumaran*
7. Dr. M. Jagathish (HOD of Commerce UG) *Jagathish*
8. Mrs. T. Sherin Mary (HOD of N&D) *Sherin*
9. Mrs. S. Sunitha (Department of Mathematics) *Sunitha*
10. Dr. C. Christo Queensly (Department of Zoology) *Christo*

*Annshini*  
IQAC Coordinator

*Sheela*  
Principal  
(Signature of Principal)  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 620 174



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd 1992

Affiliated to Manonmaniam Sundaraman University, Tirunelveli. Recognized (U's 2(f) & 12(B)) of UGC Act  
Azhagiemandapam, Thiruvithancode - 629 174, Kanyakumari District, Tamil Nadu, India  
Phone : (91) 4651 248397, 248942 / website: www.muslimartscollege.in / email: muslimartscollege@gmail.com



## Minutes of the meeting held on 2019-2020 (Even)

The IQAC has conducted a meeting on 05-12-2019 at 2.30 pm in the IQAC chamber. The Coordinator of the IQAC initiated the discussion. The following points were discussed during the meeting.

### **Review of Previous Meeting and the actions taken:**

Mrs H. Annshini presented the report for the minutes of the previous meeting and the members of the committee were discussed in detail regarding the academic activities. The suggestions given by the committee members related to attendance and academic plan were undertaken in all the departments.

### **Cultural activities:**

The IQAC briefed about the cultural events to be conducted during the even semester. The principal suggested all the Heads of the departments to encourage students to participate in the activities.

### **Educational trips and Library Usage:**

All the departments are instructed to arrange field visit, industrial visit and internship programmes for the students in this academic year. The Heads of the departments were initiated to encourage the students to involve in more number of library activities.

### **Feedback analysis:**

The committee members allotted for the approval of various extra-curricular activities feedback analysis with action taken report received from the students.

Discussions were taken up by the members to maintain these matters as regularly. The consent was given by the members of the IQAC.

The meeting was closed with the vote of thanks given by Mrs.T.Sherin Mary .

The following members were present.



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd. 1992

Affiliated to Marudhanayagam Saravanan University, Tirunelveli - Rangoor Road, PO & 629 174, IQAC Act  
Khalid Manzilam, Thiruvithankode - 629 174, Kanyakumari District, Tamil Nadu, India  
Phone: - 0471 2641 0000 (24hr) 0471 2641 0001 (24hr) 0471 2641 0002 (24hr) 0471 2641 0003 (24hr) 0471 2641 0004 (24hr)



1. Dr G. Edwin Sheela *Sheela*
2. Dr. A. Mohamed Siddique *Mohamed Siddique*
3. Mrs. H. Annshini *Annshini*
4. Dr. V. Rejulin Jerin Kumar *Rejulin*
5. Mrs. S. Rishitha Dayana *Rishitha*
6. Dr. T. Kumaran *Kumaran*
7. Dr. M. Jagathish *Jagathish*
8. Mrs. T. Sherin Mary *Sherin Mary*
9. Mrs. S. Sunitha *Sunitha*
10. Dr. C. Christo Queensly *Queensly*

*[Signature]*  
IQAC Coordinator

*Sheela*  
Principal  
PRINCIPAL  
(Signature with seal)  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd 1992  
Affiliated to Manonmaniam Sundaranar University, Tirunelveli. Recognized under 2(f) & 12(B) of UGC Act  
Thiruvithancode - 629 174, Kanyakumari District, Tamil Nadu, India  
Phone : 91 4651 248297, 245842 / website : www.muslimartscollege.in / email : muslimartscollege@gmail.com



Academic Year 2020-2021 (Odd)

Date: 03-08-2020

## Circular






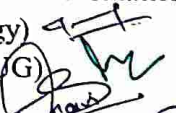
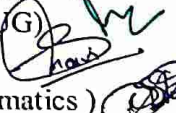
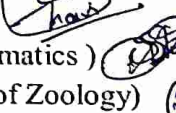
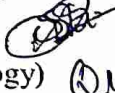

### Sub: IQAC Meeting notification-reg


The Internal Quality Assurance Cell (IQAC) meeting has been arranged on 04-08-2020 at 2.30 pm in online mode (Google Meet). The members of the cell are requested to attend.

### Agenda

- Review of Previous Meeting and the actions taken
- Suggestion of improvements for the present academic year
- Attendance
- Webinars

### Members:

1. Dr. G. Edwin Sheela (Principal) 
2. Dr. A. Mohamed Siddique (Vice Principal) 
3. Mrs. H. Annshini (Department of English) 
4. Dr. V. Rejulin Jerin Kumar (Department of English PG) 
5. Mrs. S. Rishitha Dayana (Department of Mathematics) 
6. Dr. T. Kumaran (Department of Zoology) 
7. Dr. M. Jagathish (HOD of Commerce UG) 
8. Mrs. T. Sherin Mary (HOD of N&D) 
9. Mrs. S. Sunitha (Department of Mathematics) 
10. Dr. C. Christo Queensly (Department of Zoology) 

  
IQAC Coordinator

  
Principal

(Signature with seal)  
PRINCIPAL  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd 1992

Affiliated to Manonmaniam Sundaranar University, Tirunelveli, Recognized u/s 2(f) & 12(B) of UGC Act  
Azhagiemandapam, Thiruvithancode - 620 174, Kanyakumari District, Tamil Nadu, India  
Phone : 191 4651 248397, 248842 / website www.muslimartscollege.in / email muslimartscollege@gmail.com



## Minutes of the meeting held on 04-08-2020

The IQAC has conducted a meeting on 04-08-2020 at 2.30 pm in through online mode (Google Meet) due to COVID-19 lockdown. The Coordinator of the IQAC initiated the discussion. The following points were discussed during the meeting.

### **Review of Previous Meeting and the actions taken:**

The IQAC has implemented for an initiation of Alumni Meeting to maintain the students connection with the campus and the department. The suggestions given by the committee members related to conduct seminars/workshops/conferences and the cultural activities were brought into action

### **Suggestion of improvements for the present academic year:**

It was decided to conduct and organise regular classes through online. Students are made to organise in the form of groups and the allotted syllabus and texts are given to the students through whatsapp groups. Continuous assessment on the improvement of students are analysed through online mode.

### **Attendance:**

The IQAC directed the Heads of the departments to inform the faculty- in-charge of the classes to encourage their students to have full attendance during the online classes. Students with poor attendance are to be identified and instructed to maintain regularity.

### **Webinars:**

All departments are encouraged to conduct and attend webinars compulsorily to improve the standard of the students. Efforts must be taken to select effective topics to inbuilt the knowledge of students.



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - ESTD 1992  
Affiliated to Mahatma Gandhi University, Tirunelveli. Recognized under 2(F) & 12(B) of UGC Act  
Chagiamangalam, Thiruvithancode - 629 174, Kanyakumari District, Tamil Nadu, India  
Phone : 0471 8651 248370, 248842 / website : www.muslimartscollege.org / email : muslimartscollege@gmail.com



Discussions were taken up by the members to maintain these matters as regularly. The consent was given by the members of the IQAC.

The meeting was closed with the vote of thanks given by Dr. V. Rejulin Jerin Kumar.

The following members were present.

1. Dr G. Edwin Sheela
2. Dr. A. Mohamed Siddique
3. Mrs. H. Annshini
4. Dr. V. Rejulin Jerin Kumar
5. Mrs. S.Rishitha Dayana
6. Dr. T.Kumaran
7. Dr. M.Jagathish
8. Mrs. T. Sherin Mary
9. Mrs. S. Sunitha
10. Dr. C. Christo Queensly

  
IQAC Coordinator

  
Principal  
**PRINCIPAL**  
(Signature With Seal)  
**MUSLIM ARTS COLLEGE**  
**THIRUVITHANCODE - 629 174**



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Since 1992  
Affiliated to Manner's Education Society's Higher Secondary School, Thiruvithancode, Thiruvithancode District, Tamil Nadu, India  
Thiruvithancode, Thiruvithancode - 629 174, Kanyakumari District, Tamil Nadu, India  
Phone: (01) 8551 64933, 248812 | Website: www.muslimartscollege.com | Email: muslimartscollege@gmail.com



ACADEMIC YEAR 2020-2021 (Even)

Date: 28-12-2020

## Circular

### Sub: IQAC Meeting notification-reg

The Internal Quality Assurance Cell (IQAC) meeting has been arranged on 30-12-2020 at 2.30 pm in IQAC chamber. The members of the cell are requested to attend.

### Agenda

- Review of Previous Meeting and the actions taken
- Cultural activities
- Educational trips and Library Usage
- Feedback Analysis
- Skill Development Programmes

### Members:

1. Dr. G. Edwin Sheela (Principal) *Sheela*
2. Dr. A. Mohamed Siddique (Vice Principal) *A. Mohamed Siddique*
3. Mrs. H. Annshini (Department of English) *Annshini*
4. Dr. V. Rejulin Jerin Kumar (Department of English PG) *Rejulin*
5. Mrs. S. Rishitha Dayana (Department of Mathematics) *Rishitha*
6. Dr. T. Kumaran (Department of Zoology) *T. Kumaran*
7. Dr. M. Jagathish (HOD of Commerce UG) *Jagathish*
8. Mrs. T. Sherin Mary (HOD of N&D) *Sherin*
9. Mrs. S. Sunitha (Department of Mathematics) *Sunitha*
10. Dr. C. Christo Queensly ( Department of Zoology) *Christo Queensly*

*Annshini*  
IQAC Coordinator

*Sheela*  
Principal

(Signature With Seal)  
PRINCIPAL  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174



# MUSLIM ARTS COLLEGE

Al-Farooq Islamic Education Centre, K. Madhavadasa Street, Thiruvananthapuram, Kerala  
K. Madhavadasa Street, Thiruvananthapuram, Kerala  
K. Madhavadasa Street, Thiruvananthapuram, Kerala  
K. Madhavadasa Street, Thiruvananthapuram, Kerala



## Minutes of the meeting held on 30-12-2020

The IQAC has conducted a meeting on 30-12-2020 at 2.30 pm in the IQAC chamber. The Coordinator of the IQAC initiated the discussion. The following points were discussed during the meeting.

### **Review of Previous Meeting and the actions taken:**

Mrs H. Annshini presented the report for the minutes of the previous meeting and the members of the committee were discussed in detail regarding the academic activities. The suggestions given by the committee members related to attendance and academic plan were undertaken in all the departments.

### **Cultural activities:**

The IQAC briefed about the cultural events to be conducted during the even semester. The principal suggested all the Heads of the departments to encourage students to participate in the activities.

### **Educational trips and Library Usage:**

All the departments are instructed to arrange field visit, industrial visit and internship programmes for the students in this academic year. The Heads of the departments were initiated to encourage the students to involve in more number of library activities.

### **Feedback Analysis:**

The committee members allotted for the approval of various extra-curricular activities feedback analysis with action taken report received from the students.

### **Skill Development Programmes**

The IQAC suggested the departments to conduct various skill development programmes.



# MUSLIM ARTS COLLEGE

A MUSLIM ARTS COLLEGE, THIRUVITHANCODE - 625 174  
Affiliated to the Government of Kerala, Thiruvananthapuram, under the provisions of the Act of 1957 and  
the Government of Kerala, Thiruvananthapuram, under the provisions of the Act of 1957 and  
the Government of Kerala, Thiruvananthapuram, under the provisions of the Act of 1957 and



Discussions were taken up by the members to maintain these matters as regularly. The consent was given by the members of the IQAC.

The meeting was closed with the vote of thanks given by Dr M Jagathish.

The following members were present.

1. Dr G. Edwin Sheela *Sheela*
2. Dr. A. Mohamed Suldique *Suldique*
3. Mrs. H. Annshini *Annshini*
4. Dr. V. Rejulin Jerin Kumar *Rejulin*
5. Mrs. S. Rishitha Dayana *Rishitha*
6. Dr. T. Kumaran *Kumaran*
7. Dr. M. Jagathish *Jagathish*
8. Mrs. T. Sherin Mary *Sherin*
9. Mrs. S. Sunitha *Sunitha*
10. Dr. C. Christo Queensly *Queensly*

*Adina*  
IQAC Coordinator

*Sheela*  
Principal  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 625 174





# MUSLIM ARTS COLLEGE

A MUSLIM COLLEGE, ESTABLISHED IN 1962  
Affiliated to Marathwada University, Jalgaon, Maharashtra, India  
Udhigamandapur, Thiruvananthapuram, 695 174, Kanyakumari District, Tamil Nadu, India  
Phone: +91 94471 99999, 99999 99999, 99999 99999, 99999 99999, 99999 99999



## Minutes of the meeting held on 23-09-2021

The IQAC has conducted a meeting on 23-09-2021 at 2:30 pm in the IQAC chamber. The Coordinator of the IQAC initiated the discussion. The following points were discussed during the meeting.

### Review of Previous Meeting and the actions taken:

Dr. V. Rejulin Jerin Kumar presented the report for the minutes of the previous meeting and the members of the committee were discussed in detail regarding the academic activities. The suggestions given by the committee members related to feedback analysis and skill development programmes were undertaken in all the departments.

### Suggestion of improvements for the present academic year:

It was decided to increase the number of departmental activities in the next academic year. A discussion took place in the meeting regarding the discipline of the students and it was decided to insist students to be regular and to reach college on time. Slow learners must be identified and regular remedial coaching must be given to the students in the concerned needed areas in aim for the betterment.

### Academic Plan

The IQAC directed the Heads of the departments to draft a academic plan and to circulate it among the teachers. It was suggested that the Academic Committee analyze the academic result of the courses for identification of strength and weakness highlighting the areas of improvement.

### Conducting Seminars/Workshops/Conferences

All departments are encouraged to conduct seminars in this semester compulsorily to improve the standards of the students. Efforts must be taken to select effective topics to inbuilt the knowledge of students.





# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estn 1992

Affiliated to Manonmaniam Sundaranar University, Tirunelveli - Recognized u/s 2(f) & 12(B) of UGC Act  
Chhagamandapam, Thiruvithancode - 629 174, Kanyakumari District, Tamil Nadu, India.  
Phone : +91 4651 248307, 248842 / website : www.muslimartscollege.in / email : muslimartscollege@gmail.com



The following members were present.

1. Dr G. Edwin Sheela *Sheela*
2. Dr. A.Mohamed Siddique *A.M.Siddique*
3. Mrs. H. Annshini
4. Dr. V. Rejulin Jerin Kumar *Rejulin*
5. Mrs. S. Rishitha Dayana *Rishitha*
6. Dr. T. Kumaran *T.Kumaran*
7. Dr. M. Jagathish *Jagathish*
8. Mrs. T. Sherin Mary *Sherin*
9. Mrs. S. Sunitha *Sunitha*
10. Dr. C. Christo Qucensly *Christo*

*[Signature]*  
IQAC Coordinator

*Sheela*  
Principal  
PRINCIPAL  
(Signature with seal)  
MUSEM ARTS COLLEGE  
THIRUVITHANCODE - 629 174



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd 1982

Affiliated to Manonmaniam Sundaranar University, Tirunelveli. Recognized u/s 2(f) & 12(B) of UGC Act  
Chhagiamandapam, Thiruvilhancode - 629 174, Kanyakumari District, Tamil Nadu, India  
Phone: (91) 4651 248397, 248842 / website: www.muslimartscollege.in / email: muslimartscollege@gmail.com



## Minutes of the meeting held on 25-01-2022

The IQAC has conducted a meeting on 25-01-2022 at 2.30 pm in the IQAC chamber. The Coordinator of the IQAC initiated the discussion. The following points were discussed during the meeting.

### **Review of Previous Meeting and the actions taken:**

Dr. V. Rejulin Jerin Kumar presented the report for the minutes of the previous meeting and the members of the committee were discussed in detail regarding the academic activities. The suggestions given by the committee members related to attendance and academic plan were undertaken in all the departments.

### **MAC-Meet the Needy:**

Students who were in need of assistance were identified and the needs were provided to the students.

### **Cultural activities:**

The IQAC briefed about the cultural events to be conducted during the even semester. The principal suggested all the Heads of the departments to encourage students to participate in the activities.

### **Educational trips and Library Usage:**

All the departments are instructed to arrange field visit, industrial visit and internship programmes for the students in this academic year. The Heads of the departments were initiated to encourage the students to involve in more number of library activities.

### **Feedback analysis:**

The committee members allotted for the approval of various extra-curricular activities feedback analysis with action taken report received from the students.





# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd 1992

Affiliated to Marudhamalai Saifuddin University, Tirunelveli - Recognized U/A 200 & 12(B) of UGC Act  
Chhagamandapam, Thiruvithancode - 629 174, Kanyakumari District, Tamil Nadu, India  
Phone: +91 4651 248307, 248842 / website: www.muslimartscollege.in / email: muslimartscollege@gmail.com



## Skill Development Programmes:

The IQAC suggested the departments to conduct various skill development programmes.

## Newsletter:

The IQAC planned to start a newsletter called "MAC Flashes". The idea of Newsletter aims in developing the skills and talents of the students. Various genres to be included in the Newsletter were discussed.

Discussions were taken up by the members to maintain these matters as regularly. The consent was given by the members of the IQAC.

The meeting was closed with the vote of thanks given by Dr.M.Jagathish.

The following members were present.

1. Dr G. Edwin Sheela *Sheela*
2. Dr. A. Mohamed Siddique *Ac*
3. Dr. V. Rejulin Jerin Kumar *Rejulin*
4. Mrs. S. Rishitha Dayana *Rishitha*
5. Dr. T. Kumaran *T. Kumaran*
6. Dr. M. Jagathish *Jagathish*
7. Mrs. T. Sherin Mary *Sherin*
8. Mrs. S. Sunitha *Sunitha*
9. Dr. C. Christo Queensly *Christo*
10. Dr. A. Rathika *Rathika*

*J. Dr.*  
IQAC Coordinator

*Sheela*  
Principal  
PRINCIPAL  
(Signature with seal)  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd 1992  
Affiliated to Manonmaniam Sundaraman University, Tirunelveli. Recognized u/s 2(D) & 12(B) of UGC Act.  
Uzhagamandapam, Thiruvithancode - 629 174, Kanyakumari District, Tamil Nadu, India.  
Phone: (0) 4851 246397, 249942 / website: www.muslimartscollege.in / email: muslimartscollege@gmail.com



ACADEMIC YEAR 2022-2023 (Odd)

Date: 18-07-2022

## Circular

### Sub: IQAC Meeting notification-reg

The Internal Quality Assurance Cell (IQAC) meeting has been arranged on 19-07-2022 at 2.30 pm in IQAC chamber. The members of the cell are requested to attend.

### Agenda

- Review of Previous Meeting and the actions taken
- Cultural activities
- Educational trips and Library Usage
- Feedback Analysis
- Adult Parliament
- Website Committee

### Members:

1. Dr. G. Edwin Sheela (Principal) *Sheela*
2. Dr. A. Mohamed Siddique (Vice Principal) *He*
3. Dr. V. Rejulin Jerin Kumar (Department of English PG) *Rejulin*
4. Mrs. S. Rishitha Dayana (Department of Mathematics) *Rishitha*
5. Dr. T. Kumaran (Department of Zoology) *Kumaran*
6. Dr. M. Jagathish (HOD of Commerce PG) *Jagathish*
7. Mrs. T. Sherin Mary (HOD of N&D) *Sherin*
8. Mrs. S. Sunitha (Department of Mathematics) *Sunitha*
9. Dr. C. Christo Queensly ( Department of Zoology) *Christo*
10. Dr. D. Ahila Jeyanthi (Department of Mathematics) *Ahila*

*IQAC Coordinator*  
IQAC Coordinator

*Principal*  
Principal  
PRINCIPAL  
(Signature with seal)  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174



# MUSLIM ARTS COLLEGE

A Muslim Minority Institute - Estd 1982  
Affiliated to Manonmaniam Sundaranar University, Tiruchirappalli. Recognized by 2(f) & 12(B) of UGC Act  
Chhaganandapuram, Thiruvithancode - 620 174, Kanyakumari District, Tamil Nadu, India  
Phone: +91 4651 248310 248312 Website: www.muslimartscollege.in Email: muslimartscollege@gmail.com



## Minutes of the meeting held on 19-07-2022

The IQAC has conducted a meeting on 19-07-2022 at 2.30 pm in the IQAC chamber. The Coordinator of the IQAC initiated the discussion. The following points were discussed during the meeting.

### Review of Previous Meeting and the actions taken:

Dr V. Rejulin Jerin Kumar presented the report for the minutes of the previous meeting and the members of the committee were discussed in detail regarding the academic activities. The suggestions given by the committee members related to attendance and academic plan were undertaken in all the departments.

### Cultural activities

The IQAC briefed about the cultural events to be conducted during the even semester. The principal suggested all the Heads of the departments to encourage students to participate in the activities.

### Educational trips and Library Usage:

All the departments are instructed to arrange field visit, industrial visit and internship programmes for the students in this academic year. The Heads of the departments were initiated to encourage the students to involve in more number of library activities.

### Feedback Analysis:

The committee members allotted for the approval of various extra-curricular activities feedback analysis with action taken report received from the students.

### Adult Parliament:

The IQAC suggest the management and Adult Parliament Coordinator to extent its service to the society by coordinating with other registered moments.



# MUSLIM ARTS COLLEGE



A Muslim Arts College established in 1987  
Approved by the Government of Kerala, Department of Higher Education, Thiruvananthapuram, P.O. Box 174, Thiruvithancode, Kerala, India  
Phone: 0471-2621111, 2621112, 2621113, 2621114, 2621115, 2621116, 2621117, 2621118, 2621119, 2621120, 2621121, 2621122, 2621123, 2621124, 2621125, 2621126, 2621127, 2621128, 2621129, 2621130, 2621131, 2621132, 2621133, 2621134, 2621135, 2621136, 2621137, 2621138, 2621139, 2621140, 2621141, 2621142, 2621143, 2621144, 2621145, 2621146, 2621147, 2621148, 2621149, 2621150, 2621151, 2621152, 2621153, 2621154, 2621155, 2621156, 2621157, 2621158, 2621159, 2621160, 2621161, 2621162, 2621163, 2621164, 2621165, 2621166, 2621167, 2621168, 2621169, 2621170, 2621171, 2621172, 2621173, 2621174, 2621175, 2621176, 2621177, 2621178, 2621179, 2621180, 2621181, 2621182, 2621183, 2621184, 2621185, 2621186, 2621187, 2621188, 2621189, 2621190, 2621191, 2621192, 2621193, 2621194, 2621195, 2621196, 2621197, 2621198, 2621199, 2621200

## Website Committee:

The IQAC suggests in development of a Website committee to oversee the development, maintenance and continuous improvement of our college's website. The website committee aims to provide upto date information for the students, faculty, staff and prospective visitors.

Discussions were taken up by the members to maintain these matters as regularly. The consent was given by the members of the IQAC.

The meeting was closed with the vote of thanks given by Mrs. T. Sherin Mary .

The following members were present.

1. Dr G. Edwin Sheela *Sheela*
2. Dr. A. Mohamed Siddique *A. Siddique*
3. Dr. V. Rejulin Jerin Kumar *Rejulin*
4. Mrs. S. Rishitha Dayana *Rishitha*
5. Dr. T. Kumaran *T. Kumaran*
6. Dr. M. Jagathish *Jagathish*
7. Mrs. T. Sherin Mary *Sherin*
8. Mrs. S. Sunitha *Sunitha*
9. Dr. C. Christo Queensly *Christo*
10. Dr. D. Ahila Jeyanthi *Ahila*

*IQAC Coordinator*  
IQAC Coordinator

*Principal*  
Principal  
(Signature with seal)  
PRINCIPAL  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd 1992  
Affiliated to Manonmaniam Sundaranar University, Tirunelveli. Recognized under 2(F) & 12(B) of UGC Act  
Azhagiapalayam, Thiruvithancode - 629 174, Kanyakumari District, Tamil Nadu, India  
Phone : +91 4651 248307, 248842 / website: www.muslimartscollege.in / email: muslimartscollege@gmail.com



ACADEMIC YEAR 2022-2023 (Even)

Date: 12-12-2022

## Circular

### Sub: IQAC Meeting notification-reg

The Internal Quality Assurance Cell (IQAC) meeting has been arranged on 13-12-2022 at 2.30 pm in IQAC chamber. The members of the cell are requested to attend.

### Agenda

- Review of previous meeting and the action taken
- Suggestion of improvements for the present academic year
- Academic plan
- Conducting seminars/workshops/conferences
- Attendance
- Naan Mudhalvan

### Members:

1. Dr. G. Edwin Sheela (Principal) *Sheela*
2. Dr. A. Mohamed Siddique (Vice Principal) *A. M. Siddique*
3. Dr. V. Rejulin Jerin Kumar (Department of English PG) *Rejulin*
4. Mrs. S. Rishitha Dayana (Department of Mathematics) *Rishitha*
5. Dr. T. Kumaran (Department of Zoology) *T. Kumaran*
6. Dr. M. Jagathish (HOD of Commerce PG) *Jagathish*
7. Mrs. T. Sherin Mary (HOD of N&D) *Sherin*
8. Mrs. S. Sunitha (Department of Mathematics) *Sunitha*
9. Dr. C. Christo Queensly ( Department of Zoology) *Christo Queensly*
10. Dr. D. Ahila Jeyanthi (Department of Mathematics) *Ahila*

*IQAC Coordinator*  
IQAC Coordinator

*Principal*  
Principal  
PRINCIPAL  
MUSLIM ARTS COLLEGE  
(Signature with seal)  
THIRUVITHANCODE - 629 174



# MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd. 1982  
Affiliated to Macehmaniam Santharana University, Tirunelveli - Bangaloreit on 20th & 12th of 1990 Act  
Uzhagamandapam, Thiruvithancode - 629 174, Kanyakumari District, Tamil Nadu, India  
Phone : 91 4651 24337, 248832 Website : www.muslimartscollege.in Email : muslimartscollege@gmail.com



## Minutes of the meeting held on 13-12-2022

The IQAC has conducted a meeting on 13-12-2022 at 2.30 pm in the IQAC chamber. The Coordinator of the IQAC initiated the discussion. The following points were discussed during the meeting.

### Review of Previous Meeting and the actions taken:

Dr V. Rejulin Jerin Kumar presented the report for the minutes of the previous meeting and the members of the committee were discussed in detail regarding the academic activities. The suggestions given by the committee members related to attendance and academic plan were undertaken in all the departments.

### Suggestion of improvements for the present academic year:

It was decided to increase the number of departmental activities in the next academic year. A discussion took place in the meeting regarding the discipline of the students and it was decided to insist students to be regular and to reach college on time. Slow learners must be identified and regular remedial coaching must be given to the students in the concerned needed areas in aim for the betterment.

### Academic Plan:

The IQAC directed the Heads of the departments to draft a academic plan and to circulate it among the teachers. It was suggested that the Academic Committee analyze the academic result of the courses for identification of strength and weakness highlighting the areas of improvement.

### Conducting Seminars/Workshops/Conferences:

All departments are encouraged to conduct seminars in this semester compulsorily to improve the standards of the students. Efforts must be taken to select effective topics to inbuilt the knowledge of students.



# MUSLIM ARTS COLLEGE



ESTABLISHED IN 1982  
MUSLIM ARTS COLLEGE, THIRUVITHANCODE - 629 174  
MUSLIM ARTS COLLEGE, THIRUVITHANCODE - 629 174  
MUSLIM ARTS COLLEGE, THIRUVITHANCODE - 629 174

## Attendance:

The IQAC directed the Heads of the Departments to inform the faculty-in-charge of the classes to encourage their students to have full attendance. Students with poor attendance are to be identified and instructed to maintain regularity.

## Nan Mudhalvan Programme:

Dr T. Kumaran detailed about the implementation of Nan Mudhalvan programme. As per the government instructions it was decided to include all the students in the Nan mudhalvan Portal and to carry out the project successfully.

The committee deliberated on different aspects of the recommendations presented previously and resolved the revised scheme which is recommended by the member is adopted with immediate action.

The meeting was closed with the vote of thanks given by Dr. C. Christo Queensly

The following members were present.

1. Dr G. Edwin Sheela
2. Dr. A. Mohamed Siddique
3. Dr. V. Rejulin Jerin Kumar
4. Mrs. S. Rishitha Dayana
5. Dr. T. Kumaran
6. Dr. M.J agathish
7. Mrs. T. Sherin Mary
8. Mrs. S. Sunitha
9. Dr. C. Christo Queensly
10. Dr. D. Ahila Jeyanthi

IQAC Coordinator

Principal  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE - 629 174