



# 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, 248642 / website : [www.muslimartscollege.in](http://www.muslimartscollege.in) / email : [muslimartscollege@gmail.com](mailto:muslimartscollege@gmail.com)



ISO 9001:2000  
Reg. No. : RQ91/2688

**Dr. G. Edwin Sheela, M.Sc., M.Phil., Ph.D.,**  
Principal

Date :

## 1.1 Curricular Planning and Implementation



  
**Dr. G. EDWIN SHEELA**  
M.Sc., M.Phil., Ph.D.  
PRINCIPAL  
MUSLIM ARTS COLLEGE  
THIRUVITHANCODE-629 174

# Academic Committee Meetings

## ACADEMIC COMMITTEE

### MEETING CIRCULAR

2022-2023 (Odd Semester)

Dated: 18-07-2022

Dear Colleagues,

This is to inform you that the staff meeting will be held in 19-07-2022 at 2.00 pm today. All teachers are expected to make themselves convenient to attend the meeting.

The following points will be discussed

1. Session plan
2. CIA Test
3. Selection of elective papers including cross – cutting issues
4. Attendance
5. Evaluation
6. Miscellaneous
7. Conducting Seminars/workshops/conferences
8. Cultural activities

We look forward to a fruitful sharing.

Best Regards,

  
Principal  
**PRINCIPAL**  
**MUSLIM ARTS COLLEGE**  
029 174

## **Minutes of the Academic Committee Meeting**

The first meeting of the Academic Committee for the academic year 2022-2023(Odd semester) was held on 19-07-2022 at 2.00 pm.

### **Welcome**

At the outset, the Chairman of Academic Council, Dr. G. Edwin Sheela welcomed all the members present. He thanked all the members for their hard work and effort to monitor and maintain the academic quality of the institution.

### **Agenda points**

#### **Review of the last academic year**

The activities and progress of the previous academic year were presented by the Heads of various departments. The activities of the last academic year were discussed and reviewed by the members of the meeting. The faculty members appreciated and felicitated the outstanding achievements of students.

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

It was decided to inspect the disciplinary actions of students. It was decided to inform enter into the campus with full uniform and identity cards.

### **Academic Plan**

The Heads of the departments informed that their department faculties have submitted the academic plans for the courses they were teaching.

### **First CIA**

The Chairman asked the co-ordinator of Examinations Dr. M Jagatheesh to brief the schedule for the first CIA for the college. He presented all the details on how the first, would be held and the dates of the CIA to be from 22-08-2022 to 29-08-2022, 26-09-2022 to 01-10-2022, 02-11-2022 to 08-11-2022. The Head of the departments were asked to take necessary steps for conducting CIA and to allot staff members as in charge for the academic year 2022-2023. They were asked to check with the concerned faculties about completion of adequate syllabus. The HOD's assured their cooperation and ensured to follow the instructions as given by the co-ordinator of Examination,

### **Selection of Elective Papers**

The Heads of the departments informed that the students of their departments selected elective papers on their choice for both major and allied papers under CBCS. They also informed that the courses related Cross-cutting issues were also chosen by the students.

## Attendance

The Principal 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.

## Evaluation

The Principal reminded the members particularly the Heads of departments about the assessment of the learners that takes place through formative and summative methods. Formative evaluation includes class tests, group discussion, presentation, assignment etc., for 25 marks. This evaluation is meant to improve student's skills. Summative evaluation is done for 75 marks through semester-end examination. The correspondent urged to ensure and inform the students to have necessary preparations on time and he insisted the staff members to guide and prepare students for the academics accordingly. The marks have to be informed to the students with in three days after the test. Slow learners have to be guided and encouraged to perform better in the next CIA test.

## Miscellaneous

Principal Dr. G. Edwin Sheela identified the areas for progress in academic activities, suggested various measures and reviewed the progress attained in the concerned academic areas.


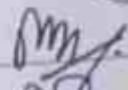



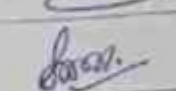
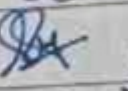

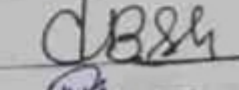


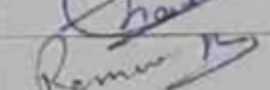
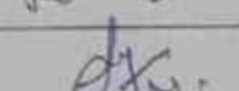
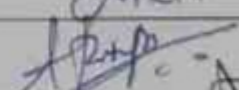
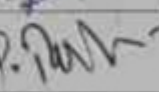
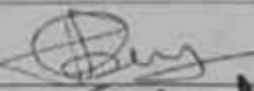
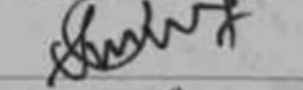
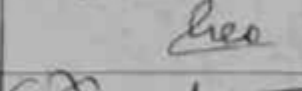
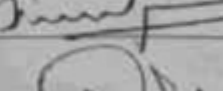

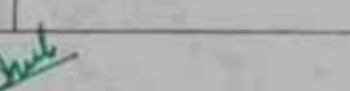
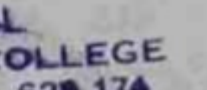
The meeting concluded with the closing remarks and vote of thanks from the secretary.

  
Principal  
MUSLIM ARTS COLLEGE  
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## ACADEMIC COMMITTEE MEMBERS 2022-2023

- Convenor: Lion. Dr. H. Mohamed Ali (Secretary )  
Co- Convenor: Dr. G.Edwin Sheela (Principal )  
Members: Dr.J.G.Joney Jeba Malar (HoD of Tamil)  
Dr.N.Janardhanan (HoD of English PG)  
Mr.J.Robinson (HoD of English UG)  
Dr.T.Seema Gopal (HoD of History )  
Dr.M.Jagathish (HoD of Commerce)  
Dr.C.Amose (HoD of Public Administration )  
Dr.S.Geetha (HoD of B.Com C.S)  
Dr.N.Abdul Jaleel (HoD of BBA)  
Dr.J.Blessed Singh (HoD of Mathematics)  
Mrs.J.R.Sheeba (HoD of Physics)  
Mrs.K.Vinila Mary (HoD of Chemistry )  
Mrs. T. Sherin Mary (HoD of N&D)  
Dr.M.Ramani Bai (HoD of Zoology )  
Mr.T.Salu Kumar (HoD of HMCS)  
Mrs.A.Pushpa Athisaya Sakila Rani (HoD of Computer Science )  
Mr.P.Robin Joseph (HoD of BCA )  
Mrs.T.Thanga Bai (HoD of Fashion Technology )  
Mr.S.Charles Gnana Samuel (HoD of Visual Communication)  
Mr. S. Misbahul Huda (Dept. of. Arabic)  
Mr.A.V Ebin Paul (Physical director)  
Ms. Merlin Meksha (Physical director)  
Mrs.Bini Gnanadhas (HoD of Aviation)  
Mrs.Deepti (Dept of Malayalam)  
Dr.P.Shery Bell (Department of Library Science and Informatics )

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Dr. N. Janardhanan (HoD of English PG)	
Mr. J. Robinson (HoD of English UG)	
Dr. T. Seema Gopal (HoD of History)	
Dr. M. Asha Kumari (HoD of Commerce PG)	
Dr. M. Jagathish (HoD of Commerce UG)	
Dr. C. Amose (HoD of Public Administration)	
Dr. Sheeba Aananthiy (HoD of B.Com C.S)	
Dr. N. Abdul Jaleel (HoD of BBA)	
Dr. J. Blessed Singh (HoD of Mathematics)	
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Mrs. Deepti (Dept. of Malayalam)	
Dr. P. Shery Bell (Department of Library Science and Informatics)	

  
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**Dr. G. Edwin Sheela, M.Sc., M.Phil., Ph.D.,**  
Principal

## DECLARATION

I hereby declare that the details and information given above are complete and true to the best of my knowledge and belief.

  
**Dr. G. EDWIN SHEELA**  
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