



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 / email : 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

Department Staff Meeting Details

Muslim Arts College, Thiruvithancode
Centre for Postgraduate Studies and Research in English
Staff Meeting Notice- Circular

Dear Faculty members,

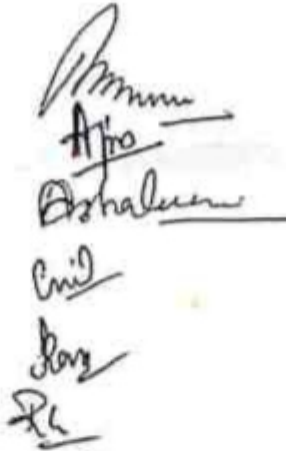
Our department staff meeting will be held on 01-02-2023 at 1.30 am. Kindly make it convenient to attend the same.

Agenda

1. Manual
2. Class in charge
3. Internal test
4. Inaugural meeting
5. Renewal of Research Centre
6. II MA project
7. Any other matters

Faculty

1. Dr. N Janardhanan
2. Mrs. A Jemila Mary
3. Dr. V. Asha Kumari
4. Dr. Robert Gnanamony.
5. Dr. V. Rejulin Jerin Kumar
6. Mrs. M.S Razanna Niaz
7. Dr. Raeshma Godsen


Ammu
Apo
Ashaleen
Cini
Jay
Rc

Muslim Arts College, Thiruvithancode
Centre for Postgraduate Studies and Research in English

Minutes of the meeting

The department staff meeting was held on 01-02-2023 at 1.30 pm. The following faculty members were present.

1. Dr. N Janardhanan
2. Mrs. A Jemila Mary
3. Dr. V. Asha Kumari
4. Dr. Robert Gnanamony.
5. Dr. V. Rejulin Jerin Kumar
6. Mrs. M.S Razanna Niaz
7. Dr. Reashma Godsen

The matters discussed and resolved as follows:

1. Manual for all PG students.

It was resolved to prepare manual for all students. All the concerned staff was asked to prepare the same and distribute to the students.

2. Class in charge

It was decided to appoint the following staff members as class in charges.

1. Mrs. A Jemila Mary- I MA English
2. Dr. V. Asha Kumari- II MA English

Mrs. Razanna Niaz was appointed to distribute the notices to all the Classes. Dr. Reashma Godsen was asked to monitor the absentees as well as Id's.

3. Internal tests:

It was resolved to conduct the first internal test as follows:

I MA English: 06-02-2023

II MA English: 06-02-2023

1. English Association- Inauguration:

It was decided to conduct the inaugural meeting of the English Association on 12-04-2023 at 11 am in the MAC Theatre. Dr.Hema was the chief guest.

The following staff members were appointed for various activities.

. Dr. V. Rejulin Jerin Kumar - Tea

Mrs. A Jemila Mary- Gift for chief guest

Dr. V. Asha Kumari-programmed organizer

Mrs. Dr.Reashma Godsen- Notice printing and distribute it to the classes.

2. Renewal of Research Centre:

It was decided to prepare the Profurn for renewal of research centre. Each Annexure was allotted to a particular staff and they were asked to submit the matters within two weeks time.

3. II MA English project:

It was resolved to allot the II MA students for project work by lot system.

4. Any other matters: Dr. N. Janardhanan proposed to have a notice board in front of the staff room. Literary articles or other events can be displayed in the notice board, along with the college and Dept. notice.

The meeting came to an end by 1:30 pm.

Name	Signature
1) Dr. N. Janardhanan	
2) Mrs. A. Jemila Mary	
3) Dr. V. Asha Kumari	
4) Dr. Robert Gnanamony	
5) Dr. V. Rejulin Jerin Kumar	
6) Mrs. M. S. Rajamma Nians	
7) Dr. Reashma Godsen	

2020-2021 [Odd Semester]

Notice for Staff Meeting

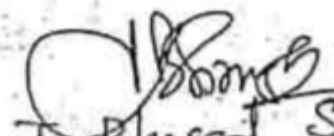
Dear Staff,


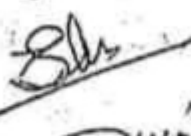
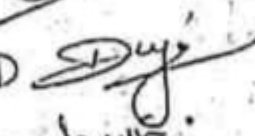
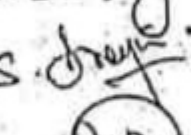

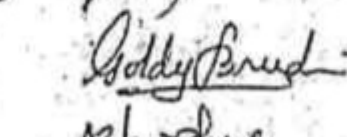
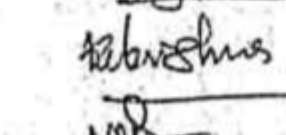
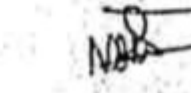
Our department staff meeting will be held on 08/07/2020 at 2pm. Please make it convenient to attend the same.

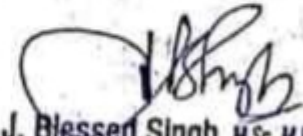
Thank You.

Agenda

- 1) Subject Allotment
- 2) Timmer Table :-
- 3) Class in charges


Dr. J. Blessed Singh
(H.O.D.)

- 1) J.B 
- 2) S.S 
- 3) T.V.D 
- 4) S.V.S 
- 5) R.D 
- 6) S.G 
- 7) E.K 
- 8) A.K 


Dr. J. Blessed Singh, M.Sc., M.Phil., Ph.D.
H.O.D. of Mathematics
Muslim Arts College
Thiruvithancode, Pin: 629 174

Minutes

Date: 08/07/2020

The department staff meeting was held on 08/07/2020 at 2 p.m through Google meet. The following members are present.

1. JB 
2. SS 
3. T.V.D 
4. S.V.S 
5. R.D 
6. S.G Goldyfrud
7. C.K Kulrishna
8. A.K 

The matters discussed and resolved as follows.

1. The subjects were discussed and allotted to the staff members.
2. The time table for the odd semester of this academic year is also discussed to the staff members and told their opinions.
3. The class in charges is also allotted to this odd semester

For

- | | |
|------------------|---------------------------|
| I. B.Sc | - Mrs. K. Chinju Krishna |
| II. B.Sc | - Dr. V. Anitha Kumari |
| III. B.Sc. | - Mrs. S. V. Sreeja |
| I. M.Sc (A & B) | - Mrs. S. Pashitha Nayana |
| II. M.Sc (A & B) | - Mrs. T. V. Divya |
| M. Phil | - Dr. J. Suthiesh Gooly |

and the agenda is resolved.

The meeting end at 3.45 p.m.



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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
M.Sc., M.Phil., Ph.D.
PRINCIPAL
MUSLIM ARTS COLLEGE
THIRUVITHANCODE-629 174

