

Action Plan 2020-2021

The meeting of the department of West Asian Studies held on 1st June 2020 has approved the following action plan for the academic year 2020-21.

1) Duty Chart

Advisors

I and II NIZAR.U and Mohammed Sadique.P.A

III and IV Muhammed Shafi.T &

V and VI Firoz.K.T & Dr. Shamsudheen .

P G I and II SEHLA KHANSAH P

III and IV K M ABOOBACKER

Tours FIROZ K.T & Nizar.U

Internal mark Preparation Class Advisors

Internal mark uploading Class Advisors

Seminars and workshop FIROZ K.T. & Nizar.U

Alumni charge K M ABOOBACKER & Muhammed Shafi.T

Register and documentation. SEHLA KHANSAH P

Higher studies and Placement Muhammed Shafi.T & Dr.Abdul Muneer.

Students and welfare K M ABOOBACKER

PTA K M ABOOBACKER & Dr. Shamsudheen

Add on courses Dr. Shamsudheen

Girls students welfare SEHLA KHANSAH P

Department fine arts Muhammed Shafi.T

Workload and Time table FIROZ K.T & Nizar.U

Project and extension FIROZ K.T & Nizar.U

University Question bank

Students evaluation Mohammed Sadique.P.A

Syllabus unitization all teachers

Terminal Test paper Nizar.U

Department library SEHLA KHANSAH P

Attendance all advisers

University result SEHLA KHANSAH P.

Association Nizar.U

Admission firoz.kt & K M ABOOBACKER

Minutes book Nizar.U

Photo album and correspondence SEHLA KHANSAH P

Guidance and counseling FIROZ.K.T& K M ABOOBACKER

HoD

2) Activity Chart 2020-2021

Sl.No	Activity	Month/Date	Teacher in Charge
1	Fresher's day and Orientation programme for first year	August /sep	Firoz K T
2	Workshop on Online study tools –for teachers and students	June/July	Muhammed shafi .T
3	PTA	August, December and March	Aboobacker KM
4	webinars and Invited Lecture series (5 NUMBS)		Muhammed Shafi. T
5	DUTY OF HISTOCLUB and Blog		Nizar.U & Muhammed shafi
5	Association Inauguration and National Seminar	October	Nizar & Firoz.K.T
6	Days calibration	October	Mohammed shafi.t
7	Internal Examinations for I,III and V semesters	November	Nizar.U
8	certificate course on local history writing theory and practice / archeology –Methods and techniques	October	firoz.k.t
9	National and International seminar	December & January	Nizar & Firoz.K.T
10	Grand Alumni Meet	January	Muhammed Shafi. T.
15	Orientation for PG Entrance Examination of various Central Universities	January	SAHLA AND MOHAMMED SHAFI
16	Forum for historical discourse	Monthly Sessions	
17	Extention project: Recapturing history of Nediyrrippu Swaroopam (UG &PG)	JANUARY TO FEB	Nizar & Firoz.K.T
18	Establishment of museum		NIZAR.U
19	Orientation for Civil Service	February	firoz.k.t
20	Walk and Talk with prominent alumni (interaction, monthly)		Sahla and shafi
21	Workshop on Kerala epigraphy	February	NIZAR.U

HoD

K.T .Firoz.

REQUIREMENTS FOR THE YEAR 2017-2018

1. Replacement of damaged U.P.S. in the Dept.
2. Urgent maintenance of Projectors in classrooms
3. Replacement of damaged U.P.S. and computers in Computer lab
4. Strengthening of the text book library (urgent)
5. Furnishing of the P.G. classrooms
6. Replacement of damaged ceiling fan and tube lights
7. Electric points (multi purpose)
8. Show case for displaying trophies
9. Air holes net
10. Fund for visiting historical sites(local)
11. Lecture stand
12. Internet connection
13. Smart class room for (elective)

HoD

PG DEPT. OF HISTORY AND WEST ASIAN STUDIES**Master Plan 2017-2022**

1. Bifurcation of the U.G. Programme in West Asian Studies without affecting the existing workload i.e. **B.A. History** with complimentary courses of Mass Communication and Political Science and **B.A. Arabic** with complimentary courses of Mass Communication and Computer Application
2. Upgrading M.A. History Programme into Aided Course
3. Setting up of Research Library and Project Lab
4. Setting up of Indo-Arab Heritage Museum
5. Finishing Course for proposed Gulf migrants
6. Certificate Course in Arabic DTP and Translation
7. UGC NET Coaching Centre