

PG DEPT. OF HISTORY AND WEST ASIAN STUDIES

Action Plan 2019-2020

The meeting of the department of West Asian Studies held on 4th July 2019 has approved the following action plan for the academic year 2019-20.

1) Duty Chart

Advisors

I and II	NIZAR.U and Mohammed Sadique.P.A
III and IV	Muhammed Shafi.T& Muhammed Ashique.
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	Muhammed Ashiq.K
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& Muhammed Ashique.
Association	Nizar.U
Admission	firoz.k.t& K M ABOOBACKER
Minutes book	SEHLA KHANSAH P
Photo album and correspondence	SEHLA KHANSAH P & Muhammed Ashique
Guidance and counseling	FIROZ.K.T& K M ABOOBACKER

HoD

2) Activity Chart 2019-2020

Sl.No	Activity	Month/Date	Teacher in Charge
1	Fresher's day and Orientation programme for first year	August	Firoz K T
2	PTA	June, November and March	Aboobacker KM
3	formation of HISTOCLUB and Blog	August	Muhammed Ashiq & Muhammed shafi
4	Association Inauguration and National Seminar	October	Nizar & Firoz.K.T
5	Days calibration (Gandhi jayanthi Quiz)	October 3	Mohammed shafi.t
5	Internal Examinations for I,III and V semesters	October	Nizar.U
6	Workshop on local history writing theory and practice	October	firoz.k.t
7	Invited Lecture series (5 NUMBS)		firoz.kt
8	International seminar WEST ASIA:CULTURE ,TRADE,SOCIETY	November	Nizar & Firoz.K.T
9	Grand Alumni Meet	December	KM Aboobacker
10	Orientation for PG Entrance Examination of various Central Universities	January	SAHLA AND MOHAMMED SHAFI
11	NET coaching		Muhammed Ashiq MOHAMMED SHAFI
12	E. Ahammed Sahib memorial national seminar democracy 21st century	January	Muhammed Ashiq

13	Days observation		Muhammed Shafi
14	Invited Lecture on “West Asia-cultural contacts, trade”	January	Muhammed Shafi
15	Forum for historical discourse	Monthly Sessions	
16	Extention project: Recapturing history of Nediirippu Swaroopam (UG &PG)	JANUARY TO FEB	Nizar & Firoz.K.T
17	Establishment of museum		NIZAR.U
18	Orientation for Civil Service	February	firoz.k.t
19	Walk and Talk with prominent alumni (interaction, monthly)		Sahla and shafi
20	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

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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 Transilation
7. UGC NET Coaching Centre