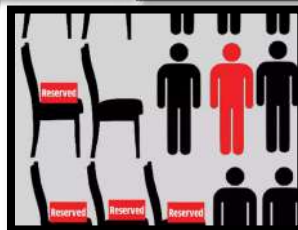




# **KOTTAKKAL FAROOK** **ARTS & SCIENCE COLLEGE**

PARAPPUR P.O, KOTTAKKAL, MALAPPURAM DISTRICT, KERALA, 676503



**FORMATION OF  
ANTI-RAGGING CELL  
INTERNAL COMPLAINTS COMMITTEE (ICC)  
OBC & MINORITY CELL  
SC/ST & EQUAL OPPORTUNITY CELL  
MEETING MINUTES OF COLLEGE COUNCIL**

## KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

KFASC/CC/NOTICE/2017-18/2017/02.

10-09-2017

NOTICE

All College Council members are requested to attend a meeting on ~~12~~ 09-2017 at 11.00 AM in college Seminar hall.

Agenda:

1. Welcome.
2. Approval of previous meeting minutes.
3. Commencement of Even Semester on 20<sup>th</sup> November onwards.
4. Conduct of Internal Examinations of odd semester.
5. Nomination of teachers to various committees.
6. Discussion on the Conduct of PTA Meetings.
7. Any other matters approved by the chair.
8. Vote of thanks.

Members:

Sl. NO	Position	Name of the Faculty	Designation	Signature
1.	Chairman	Prof. M. Abdul Azeez	Principal	
2.	Secretary	Sampreeth. T.M	HOD, Department of Political Science	
3.	Member	Muhammed Saleem	TPAC Coordinator.	
4.	Member.	Dr. Abdurahiman. P.A	HOD, Commerce & management	
5.	Member	Sreenath. M	HOD, English Department	
6.	Member	Nafeesa. P	HOD, Department of Economics	
7.	Member	Abubacker Kully Naha	HOD, Department of Mathematics	
8.	Member	Mubarak. N	HOD, Department of Physics	
9.	Member	Mujeeb. T.P	Asst. Professor, Commerce and Management.	





## KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

KFASC/CC/MINUTES/2017-18/2017/02


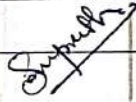


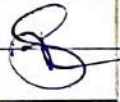


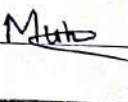

College Council Meeting.Meeting minutes.

Date: 11-09-2017

Time: 11:00 AM

Venue: College Seminar Hall

The following Committee Members were present in the meeting.

SL. NO	Position	Name of the faculty	Designation	Signature
1	Chairman	Prof. M. Abdul Aziz	Principal.	
2	Secretary	Sampreeth. T. M	HOD, Department of Political Science.	
3	Member	Mohammed Salwan	IFAC Coordinator	
4	Member	Dr. Abdurahiman. P.A	HOD, Department of Commerce & Management	
5	Member	Sreenath. M	HOD, Department of English	
6	Member	Nafesa. P	HOD, Department of Economics	
7	Member	Abubacker Kully Naha	HOD, Department of Mathematics	
8	Member	Mubarak. N	HOD, Department of Physics	
	Member	Mujeeb. T. P	Asst. Professor, Department of Commerce & Management	





Resolutions:

The meeting was presided by Principal Prof. M. Abdul Aziz. Mr. Sampreeth T.M welcomed and the following Agendas were discussed.

Agenda 2:

Approval of Previous meeting minutes.

Resolution:

The College Council Secretary Mr. Sampreeth T.M read the Previous meeting minutes and approved the same.

Agenda 3:

Commencement of Even Semester classes on 20th November onwards:

Resolution:

It is resolved to Commence the Even Semester classes on 20th November 2017 onwards. All pending portion of the current Semester must be completed by 18th November 2017.

Agenda 4:

Conduct of Internal Examinations of odd semesters.

Resolution:

The Academic and examination committees were directed to take all necessary steps to conduct the internal examinations for the odd semester efficiently and fairly.

Agenda 5:

Nomination of Teachers to Various Committees.

Resolution:

As per the direction of UGC and University of Calicut, it is Resolved by nominating the following teachers to the various Statutory Committees such as

1. Internal Complaints Committee (ICC) Against Sexual Harassment
2. Anti-Rigging Committee.
3. Committee for SC/ST
4. Minority Cell.
5. OBC Cell.





## 1. Internal Complaints Committee (ICC) Against Sexual Harassment

Position	Name of the faculty	Designation	Signature
Presiding officer	Beenamol. N.S	Asst. Professor, Department of Mathematics.	
Convenor.	Reihanath Kakkottil	Asst. Professor, Department of Commerce & Management	
	Reshma - P	Asst. Professor, Department of Physics.	
Members.	Mohammed Hameeda. K.T	Office Assistant	
	Noufeel. V. K	Asst. Professor, Department of English	
	Ashida. A.P	Asst. Professor, Department of Commerce & Management	
	Divya. P.V.	3rd Year Bsc. Physics. (Student Representative)	
	Musaina. K.V	2nd Year BA English. (Student Representative)	
	Shahana. M.V.	1st Year B-Com Finance (Student Representative)	
	Basheer Mastor	Ward Member, Parappur Panchayath	




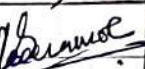
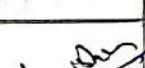
## 2. Anti-Ragging Committee.

Position	Name of the faculty	Designation	Signature.
Chairman	Prof. M. Abdul Aziz	Principal.	
Convenor	Mohammed Labeed	Vice principal.	
Members	Sreenath. M	HOD, Department of English.	
	Nafeesa. V.P	HOD, Department of Economics	
	Sampreeth. T.M	HOD, Political Science.	
	Mubarak. N	HOD, Physics.	
	Dr. Abdurahiman. P.A	HOD, Commerce & Management	
Shamsheer. K	HOD, physical Education.		











## 3. SC/ST and Equal Opportunity Cell.

Position	Name of the faculty	Designation	Signature
Chairman	Prof. M. Abdul Azeez	Principal.	
Liaison Officer	Mujeeb. T. P	Asst. Professor, Department of Commerce & Management	
Members	Sonish. O	Asst. Professor, Department of English	
	Beenamol. v. s	Asst. Professor, Department of Mathematics.	
	Nimisha. N	Asst. Professor, Department of Commerce & Management	

## 4. OBC / Minority Cell.

Position.	Name of the Faculty	Designation	Signature
Chairman	Prof. M. Abdul Azeez	Principal.	
Members.	T. k. Fahema.	Asst. Professor, Department of English	
	Sumayya. E	Asst. Professor, Department of Commerce & Management	
	Radhakrishnan	Asst. Professor, Department of English	
	Mubeena. O.P	2nd year BA Economics (Student Representative)	
	Mohammed Badusha	3rd year Bsc. Mathematics. (Student Representative.)	

## Agenda-6:


Discussion on the conduct of PTA Meeting.

## Resolution:

It is decided to conduct the PTA Meetings of 1st, 2nd and 3rd year students on December 4 weeks. ~~and~~ when no other matters to discuss the meeting concluded with a vote of thanks delivered by Mohammed Safevan.



M. ABDUL AZEEZ  
PRINCIPAL  
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE  
PARAPPUR (P.O.) - 676 503

  
Chairman



# COLLEGE COUNCIL MEETING

25

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
KFASC/CC/NOTICE/2018-19/2018/01

03-06-2018

## NOTICE

All the Members of College Council are directed to attend a meeting on 05-06-2018 at 11.00 AM in College Seminar Hall.

## Meeting Agenda

1. Welcome.
2. Introduction of new members.
3. Approval of Previous meeting minutes and Action taken report
4. Introduction of Certificate Courses.
5. Reconstitution of Grievance Redressal Committee.
6. Nomination of new Members to Various Statutory Bodies.
7. Discussion on Semester Action plans as envisaged in College academic Calendar.
8. Assignment of workload and Time table preparation.
9. Any other matter approved by the chair.
10. Vote of thanks.

## Members

1. Prof. M. Abdul Aziz (Principal)
2. Sampreeth T.M (HOD, Political Science)
3. Mohammed Suleman (TQPAC Coordinator)
4. Nandini P.C (HOD, Commerce Management)
5. Sreenath M (HOD, English)
6. Natesa V.P (HOD, Economics)
7. Aboobacker Kutty Naha (HOD, Mathematics)
8. Mubarak N (HOD, physics)



*[Handwritten signatures and initials]*  
Sampreeth  
Nandini  
Sreenath  
Natesa  
Aboobacker  
Mubarak



## KOTTAICKAL FAROOK ARTS AND SCIENCE COLLEGE

KFASC/CC/MINUTES/2018-19/2018/01

College Council MeetingMinutes

Date : 05-06-2018

Time : 11.00 AM

Venue : College Seminar Hall.

Members Present:

Chairman : Prof. M. Abdul Azeez (Principal)

Secretary : Sampreeth T.M (HOD, Department of Political Science)

Members : Mohammed Saifan (IQAC Coordinator)

: Nandini P.C (HOD, Department of Commerce and Management)

: Sreenath M. (HOD, English Department)

: Nafeesa V.P (HOD, Department of Economics)

: Aboobacker Kully Maha (HOD, Department of Mathematics)

: Mubarak N (HOD, Department of physics)

Agenda & Resolutions:Agenda 1: WelcomeResolution: The Principal Prof. M. Abdul Azeez, welcomed all the members to the Meeting.Agenda 2: Introduction of New members.Resolution:

The Chairman introduced Mrs. Nandini P.C the new head department of commerce and Management to the College





Agenda 3: Approval of Previous Meeting minutes & Action taken Report Resolution:

The minutes of the previous meeting were reviewed and approved by the Council.

Agenda 4: Introduction of Certificate Courses.

Resolution:

A discussion was held on the Introduction of new Certificate Courses. members provided their changes suggestions and agreed to implement the Courses in the upcoming Academic Session. The IQAC is assigned to prepare a list of Certificate Courses that can introduce in 2018-19 Academic year.

Agenda 5: Reconstitution of Grievance Redressal Committee.

Resolution:

The Council deliberated on reconstituting the Grievance Redressal Committee. The following members were nominated and approved.

Chairperson:

Chairperson: Nandini. P.C (HoD, Department of - ~~Nonline~~ Commerce & Management)

Convenor: Mohammed Labeed (Vice principal)

members: Mubarak. N. (Staff Secretary)

: Mohammed Haneefa. K. T (Administrator)

: Sreenath. M (HoD, English)

: Sampseeth. T. M (HoD, Political Science)

: Sajad (Elected Student Representative, College Union)

Agenda 6: Nomination of new members to various Statutory bodies.

Resolution:

The following members were nominated to various Statutory bodies such as Internal Complaints Committee (ICC), Anti-Ragging Committee, SC/ST or equal opportunity cell, ORC/Minority etc and their nominations were unanimously approved.





• Internal Complaints Committee (ICC) Against Sexual Harassment.

Presiding officer: Mrs. Beenamol NS (Asst. Professor, Department of Mathematics)

Convenor: Rathanath Jakkottil (Asst. Professor, Commerce and Management)

Members: Reshma. P (Asst. Professor, Physics)  
: Nautal. V.K (Asst. Professor, English)  
: Sreenija. M (Asst. Professor, Commerce and management)

: Mohammed Haneefa (Office Assistant)  
: Basheer Master (ward Member, Parappur Panchayathi)

: Shifla Sanam (Student Representative)

: Binsina. K (Student Representative)

: Rincy. P (Student Representative)

• Anti-Ragging Committee.

Chairman: Prof. M. Abdul Azeez (Principal)

Convenor: Mohammed Labeed (Vice principal)

members: Sreenath. M (HOD, English)

: Nafeesa. V.P (HOD, Economics)

: Sampreeth. T.M (HOD, Political Science)

: Abubacker Kuttij Naha (HOD, Mathematics)

: Mubarak. N.C (HOD, Physics)

: Nandini. P.C (HOD, Commerce & Management)

: Shamsheer. K (HOD, Physical Education)

• Sc/ST and Equal opportunity cell


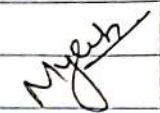
Chairman: Prof. M. Abdul Azeez (Principal)

Convenor: Nimisha. N (Asst. Professor, Commerce & Management)




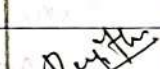
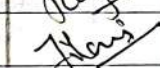
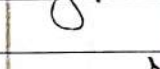
Members: Sonish. O (Asst. Professor, English)





Member: Beenamol N.S (Asst. Professor, Mathematics)	
Member: Mujeeb T.P (Asst. Professor, Commerce and Management)	

• OBC/Minority Cell.

Chairman: Prof. M. Abdul Azeez (Principal)	
Members: T.K. Fabeema (Asst. Professor, English)	
: Sumayya E. (Asst. Professor, Commerce and Management)	
: Rajitha A.P (Asst. Professor, English)	
: Jilani Niyas (3rd yr. BSc. Mathematics, Student Representative)	
: Manjima K.P (2nd year B.A English Student-Representative)	

Agenda 7: Discussion on Semester action plans as envisaged in College academic calendar.

Resolution:

The Council discussed and finalized the Semester action plans as outlined in the College academic calendar.

Agenda 8: Assignment of workload and Time table preparation

Resolution:

workload distribution and time table preparation were discussed. Responsibilities were assigned to Academic Committee and respective departments for the smooth functioning of the Academic schedule.

Agenda 9: Any other matters Approved by the Chair.

Resolution: No additional matters were raised for discussion.

Agenda 10: Vote of thanks.

Resolution:

The meeting concluded with vote of thanks by the principal. adjourned at 1.00 PM.



Prof. M. ABDUL AZEEZ  
PRINCIPAL  
KOTIAKKAL FARDOOK ARTS & SCIENCE COLLEGE  
PARAPPUR, PIN: 676 503

  
Chairman



KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

KFASC/CC/Minutes/2019-20/2019/01

College Council Meeting.

Meeting Minutes.

NOTICE

03.06.2019.


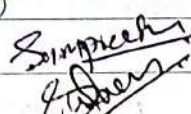

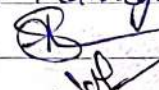
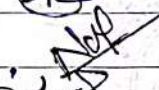
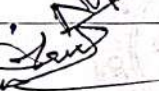


Subject: College Council Meeting.

All College Council members are requested to attend a meeting on 03.06.2019 at 10 AM in College Seminar Hall.

Agenda:

1. Welcome Speech.
2. Introducing new members.
3. Approval of previous meeting minutes and Action taken Report.
4. Discussion on starting department offering Certificate Courses and general Certificate Courses for the year 2019-20.
5. Reconstitution of Grievance Redressal Committee.
6. Nomination of new members to various Statutory Bodies.
7. Assignment of Workload and Time-table preparation.
8. Any other matter approved by the chair.
9. Vote of Thanks.

Members.

1. Prof. M. Abdul Azeez. (Principal) 
2. Sampreeth T.M. (HOD, Political Science) 
3. Mohammed Saifan (IQAC Coordinator)
4. Nandini P.C. (HOD, Commerce and Management) 
5. Sreenath M. (HOD, English) 
6. Leesa V.P. (HOD, Economics) 
7. Babiker Kufy Nahn (HOD, Mathematics) 
8. Parak N. (HOD, Physics) 
9. Mohammed habeeb M. (HOD, Language Dept) 





## KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

KFASC / CC / MINUTES / 2019-'20 / 2019 / 01.

College Council Meeting  
Minutes.

Date: 03.06.2019.

Time: 10.A.M.

Venue: College Seminar Hall.

## Members Present:

- Chairman: Prof. M. Abdul Azeez (Principal) ✓
- Secretary: Sampreeth M. (HOD, Department of Political Science) ✓
- Members:
- : Mohammed Safwan (ICAC Coordinator) ✓
  - : Nardhini P.C (HOD, Commerce Dept) ✓
  - : Sreenath M (HOD, English) ✓
  - : Nafeesa V.P (HOD, Economics) ✓
  - : Aboobacker Kully Naha (HOD, Mathematics) ✓
  - : Mubarak N. (HOD, Physics) ✓
  - : Mohammed Habeeb (HOD, Language Dept) ✓

## Agendas &amp; Resolutions:

Agenda 1: Welcome.

Resolution: The Principal Prof. M. Abdul Azeez, welcomed all the members.

Agenda 2: Introducing New members.

Resolution: The Chairman introduces Mohammed Habeeb as the new HOD of the Dept. of Language to the Council.

Agenda 3: Approval of Previous meeting minutes and action taken report.

The minutes of the previous meeting were reviewed and approved by the Council.





### Agenda 4.

Discussion on starting department offering Certificate Courses and general certificate Courses.

#### Resolution.

Discussion was held on the introduction of Certificate Courses. Members agreed to implement the courses and gave their suggestions. Various departments proposed courses and their potential benefits were discussed.

Agenda 5: Reconstitution of Grievance Redressal Committee.

Resolution: The Grievance Redressal Committee was reconstituted. The role assigned to the new member.

Agenda 6: Nomination of New Members to Statutory Bodies.

Resolution 6: New members were nominated to various statutory bodies. The nominations were approved by the Council.

Internal Complaints Committee (ICC) Against Sexual Harassment.

Presiding officer: Mrs. Beenamol N.S. (Asst. Professor, Dept. of Mathematics)

Convener: Sarabi J. (Asst. Professor of Economics)

Members: Roshma P. (Asst. Professor, Physics)

: Sreenija M. (Asst. Professor, Commerce & Mgmt.)

: Noufal V.K. (Asst. Professor, English)

: Mohammed Haneefa (Office Assistant)

: Fasma Abid (ward member)

: Adhithya E. (Student Representative, Parappur Parappayath)

: Sameenah (Student Representative)

: Drishya C.K. (Student Representative)

### Anti-Ragging Committee

Chairman

Convener

: Prof. M. Abdul Azeez (Principal)

: Mohammed Labaeb (Vice Principal)

: Nardhini P.C. (HOD, Commerce and Mgmt.)

: Sampreeti T.M. (HOD, Dept. of Political Sci.)

Chief: Abobacker Kutty Naha (Dept. of Mathematics)

: Mubarak N. (HOD, Dept. of Physics)

: Shamsket. K. (HOD, Physical Edu.)





### Se/SI and Equal Opportunity Cell.

Chairman : Prof. M. Abdul Azeez (Principal)  
 Liaison officer : Nimisha. N. (Asst. Professor, Commerce & Management)  
 Members : Rahul. T. K. (Asst. Professor, Dept. of Political Science)  
                   : Mujeeb. T. P. (Asst. Professor, Dept. of Commerce)

### OBC / Minority Cell.

Chairman : Prof. M. Abdul Azeez (Principal)  
 Members : T. K. Fabeema. (Asst. Professor, English)  
                   : Samayya (Asst. Professor, Commerce & Management)  
                   : Anjali. K. G. (Asst. Professor, Dept. of Political Science)  
                   : Ayisha. K. (Final Second year Maths - Student Representative)  
                   : Lubna. V. (Second year. Physics - Student Representative)

Agenda 7 : Assignment of workload and Time table Preparation  
 Resolution : Work load distribution and Time table preparation were discussed. Responsibilities were assigned to Academic Committee and respective departments.

Agenda 8 : Any other matter approved by the Chair.  
 Resolution : No additional matters were raised for discussion.

Agenda 9 : Vote of Thanks.

Resolution : The meeting concluded with the vote of thanks by the Principal.  
 Meeting adjourned at 12 P.M.



Chairman  
 Prof. M. ABDUL AZEEZ  
 PRINCIPAL  
 KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE  
 PARAPPUR(P.O) - 676 503



## KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

KFASC/CC/NOTICE/2020-21/2020/01.

College Council Meeting

20-05-2020

NOTICE

All the College Council Members are directed to attend a meeting on 22-05-2020 at 10.30 AM through Zoom platform.

Meeting Agenda

1. Welcome
2. Approval of previous Meeting Minutes and Action taken Report.
3. Discussion on the modalities related to the Conduct of online classes by 1st of June 2020
4. Assignment of workload and time table preparation.
5. Reconstitution of Grievance Redressal Committee
6. Nomination of new members to various Statutory Bodies
7. Any other matters approved by the Chair.
8. Vote of thanks.

Members:

Chairman: Prof. M. Abdul Arzeer (Principal)

Secretary: Sampreeth.T.M. (HOD, Political Science)

Members: Mehammed (abeer) (Vice principal)

: Aboobacker Kutty Naha (HOD, Mathematics)

: Nandini. P.c (HOD, Commerce &amp; Management)

: Sreenath. M (HOD, English)

: Nafeesa. V.P (HOD, Economics)

: Mubarak. N (HOD, physics)

: Beena. N.s (Elected Member)





: Shamsheer.K (HOD, Physical Education)

Shamsheer

: Mujeeb.T.P (Elected Member)

Mujeeb T.P

: Mohammed. Safar (Coordinator, IQAC)

Mohammed Safar

: Sasidharan.K (Senior Superintendent)

Sasidharan

: Rafeena.T.P (Librarian)

Rafeena





## KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

KFASC/CC/ MINUTES/2020-21/2020/01

## College Council Meeting

MINUTES

Date: 28-05-2020

Time: 11:00 AM

Venue: Zoom Platform.

Members present:

Chairman : Prof. M. Abdul Aziz (Principal)

Secretary : Sampreeth T.M (HOD, Political Science)

Members : Mohammed Lebeeb (Vice principal)

: Abobacker Kully Naha (HOD, Mathematics)

: Nandini P.C (HOD, Commerce &amp; Management)

: Sreenath M (HOD, English)

: Nafesa V.P (HOD, Economics)

: Mubarak N (HOD, Physics)

: Beenamol N.S (Elected Member)

: Samsheer K (HOD, Physical Education)

: Mujeeb T.P (Elected Member)

: Mohammed Sultan (IQAC Coordinator)

: Sasidharan K (Senior Superintendent)

: Rajeena T.P (Librarian)

Agendas & Resolutions:Agenda 1: WelcomeResolution:

The Meeting was called to order by Prof. M. Abdul Aziz, who welcomed all the Council members.

Agenda 2: Approval of previous Meeting Minutes and Actions taken

Report





Resolution:

The minutes of the previous meeting held on 28-02-2020 were reviewed and approved.

Agenda 3: Discussion on the modalities related to the Conduct of online classes.

Resolution:

The Council discuss various platforms for conducting online classes. It was unanimously decided to conduct online classes through the Zoom platforms starting 1st June 2020. The Council will provide recorded video guidelines to students to ensure they can access and participate in online classes effectively.

Agenda 4: Assignment of workload and time table preparation

Resolution:

The workload for the upcoming term was discussed, and responsibilities were assigned to the respective departments. The Council suggested to prepare an online time table with at most 3 sessions per day.

Agenda 5: Re-constitution of Grievance Redressal Committee.

Resolution:

The Council discussed the need to reconstitute the Grievance Redressal Committee. New Members were nominated, and the following Sta Committee Structure was finalized.

Chairman : Nandini P.C. (HOD, Commerce & Management)

Convener : Mohammed Abeer (Vice Principal)

Members: Beena M. N.S. (Staff Secretary)

: Greenath M. (HOD, English)

: Nafesa V.P. (HOD, Economics)

: Sasidharan K. (Senior Superintendent)

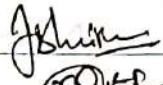


: Usman Kully Paravakkal (President, FES)

: Sampreeth T.M. (HOD, Political Science)

: Samsheer L.S. (HOD, Physical Education)









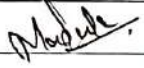
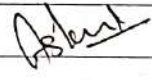
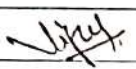
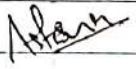
- : Fishnu Ram (Chairman, Student Union) 
- : Mufeeb T.P (Nominated Member) 
- : Renjini V (Chairman, WSC) 

Agenda 6: Nominating new members to various statutory Bodies.

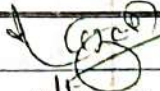

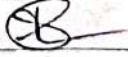
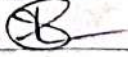
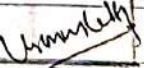
Resolution:

The Council reviewed the current composition of Statutory Bodies and identified areas needing new members. Nominations were made, and the following Committees were approved.

1. Internal Complaints Committee (ICC) Against Sexual Harassment.

- Presiding officer: Beenameel. M.S (Asst Professor, Mathematics) 
- Convenor: Aswathi. K.T (Asst. Professor, Economics) 
- Members: Reshma. P (Asst. Professor, Physics) 
- : Raihanath Kakkottil (Asst. Professor, Commerce and Management) 
- : Madhu. K (Asst. Professor, English) 
- : Febina. P (Office Assistant)
- : Asnameel. K.K (2nd year B.Com Finance, Student Representative) 
- : Vijay. K.P (2nd Year BA English, Student Representative) 
- : Asthana. P (3rd year B.Sc. Mathematics, Student Representative) 

2. Anti-Ragging Committee.

- Chairman: Prof. M. Abdul Azeem (Principal) 
- Convenor: Mubarak N (HOD, Physics) 
- Members: Nandini. P.C (HOD, Commerce & Management) 
- : Greenath. M (HOD, English) 
- : Usman Kuttu Penavakkal (President, FES) 





Members: Fasma Abid (Ward Member, Parappur panchayath) Fasma  
 : Mohammed Kaleek (SI of Police, Vengara) Kaleek  
 : Bushra (PTA Member) Bushra  
 : Abdul Nazeer. A.C (PTA Member) Nazeer  
 : Fishnuram (Chairman, College Union) Fishnuram  
 : Shahada. K (1st Year Student Rep) Shahada  
 : Ranjini. V (Chairperson, W.D.C.) Ranjini

### 3. SC/ST and Equal Opportunity Cell

Chairman: Prof. M. Abdul Azeer (Principal) Azeer  
 Liaison officer: Nimisha. N (Asst. Professor, Commerce and  
 management) Nimisha  
 Members: Ilyas. M. C (Asst. Professor, Arabic) Ilyas  
 : Mujeeb. T. P (Asst. Professor, Commerce and  
 management) Mujeeb  
 : Nisha. V. P (Asst. Professor, Mathematics) Nisha

### 4. OBC/Minority Cell

Chairman: Prof. M. Abdul Azeer (Principal) Azeer  
 Members: T. K. Fahmeema (Asst. Professor, English) Fahmeema  
 : Yasmin. K. K (Asst. Professor, English) Yasmin  
 : Anjali. K. G (Asst. Professor, Political Science) Anjali  
 : Asla. K. K (2nd year BA English,  
 Student Representative) Asla  
 : Sajna. K. K (3rd year Bsc. Mathematics  
 Students Representative) Sajna

Agenda 4: Any other matters approved by the chair

Resolution:



No additional matters were brought up for discussion.

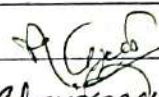


Agenda 8: Vote of thanks.

Resolution:

The meeting concluded with a vote of thanks by the chairman, Prof. M. Abdul Azeez, expressing gratitude to all members for their participation and contributions.

The meeting was adjourned at 12.00pm

  
Chairman.



Prof. M. ABDUL AZEEZ  
PRINCIPAL  
KOTTAKKAL FAROQ ARTS & SCIENCE COLLEGE  
PARAPPUR(P.O) - 676 503



## KOTTAIKKAL FAROOK ARTS AND SCIENCE COLLEGE

KFASC/CC/NOTICE/2021-22/2021/01

## College Council Meeting.

28-05-2021

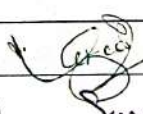
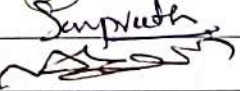

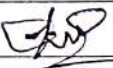


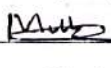

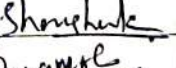

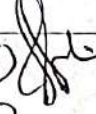

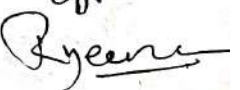
NOTICE

All the Members of the College Council are directed to attend a meeting on 31-05-2021 at 11.00 AM through Microsoft Microsoft Teams.

Meeting Agenda

1. welcome
2. Approval of Previous Meeting Minutes.
3. Introduction of new Members to the Council.
4. Reconstitution of Grievance Redressal Committee.
5. Nominating of new members to the various Statutory bodies
6. Starting of new certificate courses
7. Time table preparation and workload distribution.
8. Preparation of Semester Action Plans.
9. Any other matters approved by the Chair
10. Vote of thanks.

Members

- Chairman: Prof. M. Abdul Azeez (Principal) 
- Secretary: Sampreeth T.M (HOD, Political Science) 
- Members:
- : Muhammed Cabeeb (Vice Principal) 
  - : Aboubacker Kully Alaha (HOD, Mathematics) 
  - : Sreenath M (HOD, English) 
  - : Aswathi K.T (HOD, Economics) 
  - : Mubarak N (HOD, Physics) 
  - : Mujeeb T.P (HOD, Commerce & Management) 
  - : Samsheer K (HOD, Physical Education) 
  - : Beenamul N.S (Elected Member) 
  - : T. IC Fabeema (IQAC Coordinator) 
  - : Mohammed Hanefa (Officer Superintendent) 
  - : Rajeeva T.P (Librarian) 





## KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

KFASC/CC/MINUTES/2021-22/2021/01.

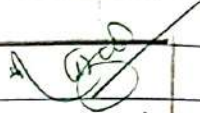
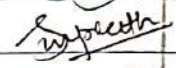






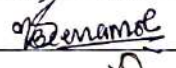

College Council MeetingMinutes.

Date: 31-05-2021

Time: 11.00AM

Venue: Microsoft Teams.

Members present:

Chairman: Prof. M. Abdul Azeed (Principal) Secretary: Sampreeth T.M (HOD, Political Science) Members: Mohammed Cahseb (Vice Principal) : T.K Fabeema (IQAC Coordinator) : Aboobacker Kully Naha (HOD, Mathematics) : Greenath. M (HOD, English) : Aswathi. K.T (HOD, Economics) : Mubarak. N (HOD, Physics) : Mujeeb T.P (HOD, Commerce Management) : Samsheer. K (HOD, Physical Education) : Beenamul. N.S (Elected Member) : Mo-Rammed Haneefa (Office Superintendent) : Rejeena-T.P (Librarian) Agenda & Resolutions:

Agenda 1: Welcome.

Resolution:

The meeting commenced with a welcome address by the Chairman, Prof. M. Abdul Azeed.

Agenda 2: Approval of Previous Meeting minutes.

Resolution:

The minutes of the previous meeting were reviewed and





approved without any amendments.

Agenda 3: Introducing of new members to the Council.

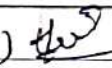
Resolution:


Mr. Mohammed Hanefa, Office Superintendent, was introduced as a new member to the Council.

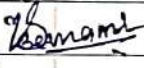
Agenda 4: Reconstitution of Grievance Redressal Committee.


Resolution:


The Council discussed the reconstitution of the Grievance Redressal Committee. New members were nominated and approved.


Chairman: Aboobacker Kutty Naha (HOD, Mathematics) 

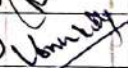
Convenor: Mohammed Labeek (Vice principal) 

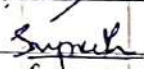
Members: • Beenamol. A.S (Staff Secretary) 

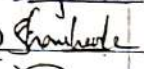
: Greenath. M (HOD, English) 


: Aswathi. K.T (HOD, Economics) 


: Mohammed Hanefa (Office Superintendent) 

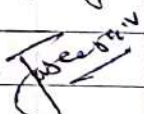
: Usman Kutty Paravakkal (President, FES) 

: Sumpreeath. T.M (HOD, Political Science) 

: Shamsheer. K (HOD, Physical Education) 

: Mujeeb. T.P (HOD, Commerce & Management) 

: Ranjini. V. (Chairperson, WDC) 


: Jabeena. P (2nd year BA English, Student Representative) 

Agenda 5: Nominations of new Members to Various Statutory Bodies

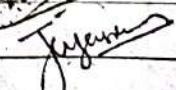
Resolution:

Nominations for new members to various Statutory bodies were proposed and finalised.

1. Internal Complaints Committee (ICC) Against Sexual Harassment

Presiding Officer: Beenamol. NS (Asst. Professor, Mathematics) 

Convenor: Aswathi. K.T (HOD, Economics) 

Members: Jyotsna. P (Asst. Professor, Physics) 





- Members : Raihanath Kakkathi (Asst. Professor, Commerce and Management) *Raihanath*
- : Sula . P . K (Asst. Professor, English) *Sula*
- : Febina P (Office Assistant) *Febina*
- : Hana Sherin (2nd year BA English Student Representative) *Hana*
- : Mohammed Shahin . P (2nd year BA Political Science Students Representative) *Shahin*
- : Al Ameen . E (3rd year B.Cum (A Student Representative) *Ameen*

## 2. Anti-Ragging Committee :

- Chairman : Prof. M. Abdul Azeez (Principal) *Azeez*
- Convener : Mubirala . N (HOD, Physics) *Mubirala*
- Members : \* Mujeeb . T . P (HOD, Commerce & Management) *Mujeeb*
- : Greenath . M (HOD, English) *Greenath*
- : Usman Kully paravakkal (President, FES) *Usman*
- : Fasha Abid (Ward Member, Parappur Panchayath) *Fasha*
- : Mohammed Rafeek (SI of Police, Vengara) *Rafeek*
- : Jayadhevan (PTA Member) *Jayadhevan*
- : Anil Kumar . M . K (PTA Member) *Anil*
- : Ramshida . TT (2nd year BA Political Science) *Ramshida*
- : Vishnu . P (3rd year B.Cum Finance) *Vishnu*
- : Rajini V (WDC Coordinator) *Rajini*

## 3. SC/ST and Equal Opportunity Cell

- Chairman : Prof. M. Abdul Azeez (Principal) *Azeez*
- Liaison Officer : Nimisha . N (Asst. Professor, Commerce & Management) *Nimisha*
- Members : Aishwarya . K (Asst. Professor, Botany) *Aishwarya*
- : Mujeeb . T . P (Asst. Professor, Commerce & Management) *Mujeeb*
- : Nisha . V . P (Asst. Professor, Mathematics) *Nisha*





#### 4. OBC/Minority Cell.

Chairman: Prof. M. Abdul Azeez (Principal)

Members: T.K. Faheema (IQAC Coordinator)

: Anjali. Kes (Asst. Professor, Political Science)

: Sarika. M (Asst. Professor, English)

: Saneelkya N (2nd year BA Economics,  
Student Representative)

: Jacharla. P.P (3rd year Bsc Mathematics  
Student Representative)

#### Agenda 6: Starting of new Certificate Courses.

##### Resolution:

Proposals for starting new Certificate Courses were presented by the IQAC and approved the same. The details and logistics for implementation were discussed.

#### Agenda 7: Time table preparation and workload distribution

##### Resolution:

The Council reviewed the current time table and discussed the distribution of workload among faculty members. Adjustments were proposed and agreed upon.

#### Agenda 7: Any other matters approved by the chair.

Resolution: No additional matters were raised for discussion.

#### Agenda 8: Vote of thanks.

##### Resolution:

The meeting concluded with a vote of thanks by the Secretary, Sampreeti. T.M.



Prof. M. ABDUL AZEEZ  
PRINCIPAL  
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE  
PARAPPUR(P.O)-676 503



KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE KOTTAKKAL.

KEASC /cc/2022/01.

Notice.

Subject: College Council Meeting.

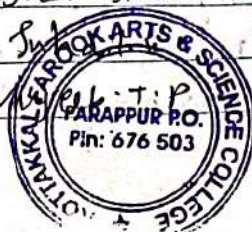
All College Council members are requested to attend a meeting on 11.06.2022 at 11am. at Seminar Hall.

Agenda.

1. Welcome : T. K. Fabeema.
2. Presidential Notes : Prof. M. Abdul Azeez. (Principal).
3. Commencement of first Semester UG & PG classes.
4. Alumni Talk Series and Lecture Series.
5. Vsem Exam Registration.
6. Commencement of III Sem PG classes.
7. Reconstitution of Grievance Redressal Committee.
8. Nomination of new members in various Statutory Committees.
9. Any other matters approved by the Council.
10. Vote of Thanks.

Members.

- |                         |                            |
|-------------------------|----------------------------|
| 1. Prof. M. Abdul Azeez | 12. Sreemathi. M           |
| 2. Fabeema T. K.        | 13. Abekbaeken Kuttu. Neha |
| 3. Sreeraja. M          | 14. Mohamed. Fais.         |
| 4. Sateera. P.          | 15. Mohamud Labeeb.        |
| 5. Rajeeva. T. P.       |                            |
| 6. Sisini. K.           |                            |
| 7. Aswathi. K. T.       |                            |
| 8. Sampreeth. T. M.     |                            |
| 9. Shamsheer. K.        |                            |
| 10. T. K. Fabeema       |                            |
| 11. T. K. Fabeema       |                            |





KFASC / CC / Minutes / 01 / 2022-23  
College Council Meeting (2022-23)

Minutes Summary - The meeting was called on 11/08/2022.  
Venue: Seminar Room.

Following members were present in the meeting.

- Chairman Principal Prof. M. Abdul Azeez
1. Fabeema . T. K.
  2. Sreenija . M.
  3. Safoora . P.
  4. Rajeeva . T. P.
  5. Sisini . K.
  6. Aswathi . K. T.
  7. Sampreeth . T. M.
  8. Shamseer . K.
  9. Suhail . K.
  10. Aboobacker Kutty Naha.
  11. Mujeeb . T. P.
  12. Sreenalsh . M.
  13. Mohammed Faris . T.
  14. Mohammed habeeb . M.

The meeting was presided over by Principal Abdul Azeez  
T. K. Fabeema welcomed and the following agendas  
were discussed.

Agenda No: 3: Commencement of first semester UG & PG classes  
Resolution No: 3: It was decided to begin the first sem UG  
and PG classes as per the university prescribed  
date most probably, UG classes by 25/8/2022  
and PG classes by 30/8/2022 prior to which  
timetable should be prepared. UG classes should  
begin with bridge/induction programme  
and have to prepare a rough draft of it.





Agenda No.4: Alumni Talk Series and Lecture Series.

Resolution: Each department was entrusted with the task of organizing an Alumni Talk Series and a Lecture Series each month.  
Also take out advised to take out every opportunity to bring the Alumni for a talk series organized by the Department monthly.

Agenda No.5 - V Sem Exam Registration.

Resolution: Students with adequate attendance and fulfilled all the internal assessment requirements can register for the exam.

Agenda No.6 - Commencement of III Sem PG classes.

Resolution - Provided directions regarding the commencement of III Sem PG Classes.  
- Advised to encourage students for Add-on-Courses like Coursera, Swayam.  
- Discussed on organizing a PTA meeting - the date of which would be announced later.  
- College received a format proposal to begin with radio telecast and College Council granted the approval and further discussions would be made on the telecast.  
- College Council resolved to sanction permission for the Gnam celebration of the year.

Agenda No.7 - Reconstitution of Grievance Redressal Committee

Resolution No.7 - The Council discussed the reconstitution of the Grievance Redressal Committee. New members were nominated and approved.





Chairman	: Sreenath . M . . (HOD, Dept of English)		2
Convenor	: Mohammed Habeeb (Vice Principal)		
Members	: Beenamol . N . S . (Elected Member)		
	: Aswathi . K . T . (HOD, Dept of Economics)		
	: Mohammed Haneefa (Office Superintendent)		
	: Usman Kutty Paravakkal (President, FES)		
	: Sampreeth . S . M . (HOD, Political Science)		
	: Shamsheer . K (HOD, Physical Education)		
	: Mujeeb . T . P (HOD, Dept of Commerce & Management)		
	: Sarika . M . . i . (Elected member)		
	: Prasanna . K . T . (Chairperson, WDE)		
	: Krishnendu . C . (Student Representative)		
	II year BBA .		

Agenda No. 8: Nomination of New members in various statutory committees.

Resolution : Nomination for new members to various statutory bodies were proposed and finalized.

### 1. INTERNAL COMPLAINTS COMMITTEE (ICC) Against Sexual Harassment.

Presiding Officer	: Beenamol . N . S . (Asst. Professor, Dept of Malayalam)	
Convenor	: Aswathi . K . T . (Asst. Professor, Dept of Economics)	
Members	: Jayasree . P . (Asst. Professor, Physics)	
	: Rajnarani . K . K . (Asst. Professor, Commerce)	
	: Safa . P . K . (Asst. Professor, English)	
	: Febina . P . (Office Assistant)	
	: Lubaba . Jaami (Second year B.Sc. Malayalam Student Representative)	
	: Ashiq . Ali (Second year B.Com Finance Student Representative)	
	: Raheema . N . (Final year BBA Student Representative)	





Anti - Ragging Committee .

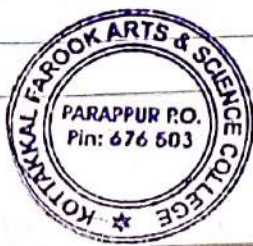
- Chairman : Prof. M. Abdul Azeez (Principal)
- Convenor : Mohammed habeeb
- Members :
- Mujeeb. T. P. (HOD, Commerce and Management)
  - Sreenath. M. (HOD, English)
  - Usman kuthy Paravakkal (President. FES)
  - Fasna Abid (ward member, Parappur panchayat)
  - Mohammed Rafiek (SI of Police, Vengorra)
  - Jayadhevan (PTA Member)
  - Abdul Khadar. K. K. (PTA Member)
  - HAFSAH. P. (2<sup>nd</sup> year Botany)
  - MUNAWAR (2<sup>nd</sup> year Mathematics)
  - MUHSIN. M. (Final year B.Com. Finance)
  - Prasanna. K. I. (WDC Coordinator)

Sc/ST and equal Opportunity Cell .

- Chairman : Prof. M. Abdul Azeez (Principal)
- Liaison officer : Nimisha. N. (Asst. Professor, Commerce & Management)
- Members :
- Aiswarya. K. (Asst. Professor, Botany)
  - Mujeeb. T. P. (Asst. Professor, Commerce and Manag)
  - Suhail. K. P. (Asst. Professor, Dept. of Mathematics)

OBC / Minority Cell .

- Chairman : Prof. M. Abdul Azeez (Principal)
- Members :
- T. K. Fabeema (IGAC Coordinator)
  - Anjali. K. G. (Asst. Professor, Political Science)
  - Sarika. M. (Asst. Prof. Dept. of English)
  - Raeesa Farsana (B.A. Economics) } student representative
  - Haneena. (Final year B.Com. Finance) }






9. Agenda 9 : Any other matter approved by the Council).

Resolution : As there was no timely subject for discussion,  
to Vote of

10. Agenda 10 : Vote of Thanks.

Resolution : The meeting concluded with a Vote of Thanks  
by the Secretary Sampreeti. T.M.



  
Prof. M. **ABDUL AZEEZ**  
PRINCIPAL  
KOTAKKAL FAROOK ARTS & SCIENCE COLLEGE  
PARAPPUR(P.O) - 676 503



## KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

KFASC/CC/01/2023-24/2024

16. June 2024.

NOTICE.

All College Council members are requested to attend a meeting on tomorrow (17/06/23) at 11am in the IQAC room.

Agenda:

1. Welcome
2. Approval of previous meeting minutes and action taken report
3. Review of PTA meeting.
4. Portion Completion status and Discouragement of Carrying over semester.
5. NAAC File Completion (urgency of incorporating Dept File)
6. Bifurcation of the Commerce department.
7. Reconstitution of Grievance Redressal Committee.
8. Nomination of new members to various Statutory Committees
9. Any other matters approved by the Chair.
10. Vote of Thanks.

Members:

1. Prof. M. Abdul Azeez.
2. Mohammed (abeed) M
3. Sreenath. M.
4. Reihanath Kakkalatti Reihanath
5. Majeed. T.P
6. Ashrathi. K.T
7. Dr. Mustafa. K
8. Suhail. B
9. Sampseeth. T.M
10. Aboobacker Kully Naha. (Ab.)
11. T.K. Faheema. Fahri.





KFASC / cc / minutes / 01 / 23-24 / 24.

College Council meeting.  
Meeting Minutes.

The following committee members were present in the meeting.

1. Prof. Abdul Azeez. M. 
2. Labeeb. M. 
3. Sreenalb. M. 
4. Raihanali. Kakkottil. 
5. Mujeeb. T.P. 
6. Aswathi. M. 
7. Dr. Musliha. K. 
8. Suhail. K. 
9. Sampreeb. T.M. 
10. Aboobacker Kutty Naha. 
11. T.K. Faheema 

The meeting was presided over by the Principal Prof. M. Abdul Azeez, College Council Secretary Raihanali welcomed all the members who were present in the meeting and following agendas were discussed.

Agenda No. 2: Approval of previous meeting minutes.

Resolution: The college council secretary read the previous meeting minutes and the committee approved the same.

Agenda No. 3: Review of PTA meeting.

Resolution: All the HODs of departments, key discussions from Parent-Teacher-Association were shared.

Agenda No. 4: Portion Completion status and discouragement of carrying over Semesters.





Resolution: The Committee decided to collect the portion completion status from all the departments. It was emphasized that carrying over semesters to the next period should be discouraged.

Agenda No. 5: NAAC Completion Status.

Resolution: It was decided to incorporating departmental NAAC file data by February 1<sup>st</sup> 2024 for SSR preparation. This deadline is critical for ensuring the departments compliance with accreditation standards.

Agenda No. 6: Announcement of Commerce and management department Bifurcation.

Resolution: An announcement was made regarding the bifurcation of Commerce department into special department for B.Com and BBA programs. Each program will be led by special heads to meet AICTE regulations and enhance functional efficiency.

Agenda No. 7: Reconstitution of Grievance Redressal Committee

Resolution: The Council discussed the reconstitution of the Grievance Redressal Committee. New members were nominated and approved.

GRIEVANCE REDRESSAL COMMITTEE.

Serial No.	Name	Department	Nominated as	Phone Number
1.	Dr. Habeeb Rahman	Head, dept. of Comm.	Chairman	
2.	Mohammed Labeeb.	Vice Principal.	Member Convener.	9745146365
3.	Mr. Sreenath. M.	HOD, Dept. of English.	Member.	9745548244.
4.	Sampreet - T. M.	HOD, Dept. of Political Science.	Member.	9606340219
5.	Dr. Chithra	HOD, Dept. of History	Member.	9747651687
	Mr. Jasim Rabeeh.	Elected student representative, College Union.	Member.	7034162734





132  
Agenda 8: - Nomination of New Members.  
Resolution: The following members were nominated.

ANTI-RAGGING CELL.

Chairperson : Prof. M. Abdul Azeez. (Principal)  
Convener : Mohammed Labeeb (Vice Principal)  
Members : Sreenath. M. (HOD, Dept. of English)  
: Dr. P.M. Habeeb Rahman (HOD, Dept. of Commerce)  
: Dr. Chithra (HOD, Dept. of Botany)  
: Sampreeti. T.M. (HOD, Dept. of Political Science)  
: Suhail. K. (HOD, Dept. of Physics)  
: Aswathi. K.T. (HOD, Dept. of Economics)  
: Sarasheer. K. (Dept. Physical Education)

ANTI-RAGGING SQUAD

Convener : Sneenija. (Dept. of Commerce)  
Members : Safoora (Dept. of Commerce)  
: Naufal. V.K (Dept. of English)  
: Rahmathimol Kadambott. (Dept. of Economics)  
: Raihanath Kakkothil (Dept. of Commerce)  
: Neelku (Dept. of Management)  
: Salu (Dept. of Physics)  
: Illyas. M. (Dept. of Language)  
: Abdul Wahid (Dept. of Mathematics)  
: Jaseela (Dept. of Political Science)

Self and Equal Opportunity Cell.

Chairman : Prof. M. Abdul Azeez. (Principal)  
Liaison Officer : Nimisha. N (Asst. Professor Commerce & Management)  
Members : Aiswarya. K (Asst. Professor. Botany)  
: Mujeeb. T.P. (HOD, Commerce & Management)  
: Mohammed Shahid (Asst. Prof: Mathematics)





OBC/Minority Cell:

- Chairman : Prof. M. Abdul Azeez (Principal)
- Members : T. K. Fabeema (IQAC Coordinator)
- : Anjali K. G. (Asst. Prof. Political Science)
- : Sarika M. (Asst. Prof. English)
- : Fahima A. (2<sup>nd</sup> year BBA)
- : Nafla. (3<sup>rd</sup> year English)

INTERNAL COMPLAINTS COMMITTEE (ICC) Against Sexual Harassment

- Presiding Officer : Beenamol N-S (Project Coordinator) <sup>Woman</sup>
- Convener : Raihanah Kakkottil (Asst. Prof. Commerce)
- Members : Dr. Chithra (Asst. Prof. Dept. of Botany)
- : Aiswarya K. (Asst. Prof. Dept. of Chemistry)
- : Reshma (Asst. Prof. Dept. of Physics)
- : Febina P (Office Assistant)
- : Fasma Abid N (Ward Member, Parappur Parochayal)
- : Ahmad Shinad K. (II year B.A. English)
- : Nashmiya K. (III year Physics)
- : Nafeesa Bhayan (III year Botany)

Agenda 9: Any other matter approved by the chair.

Resolution: As there was no timely subject for discussion.

Agenda 10: Vote of Thanks.

Resolution: The meeting concluded with a vote of thanks by Raihanah Kakkottil.



Prof. M. ABDUL AZEEZ  
PRINCIPAL  
KOTAKAL FAROOK ARTS & SCIENCE COLLEGE  
PARAPPUR(P.O) - 676 503