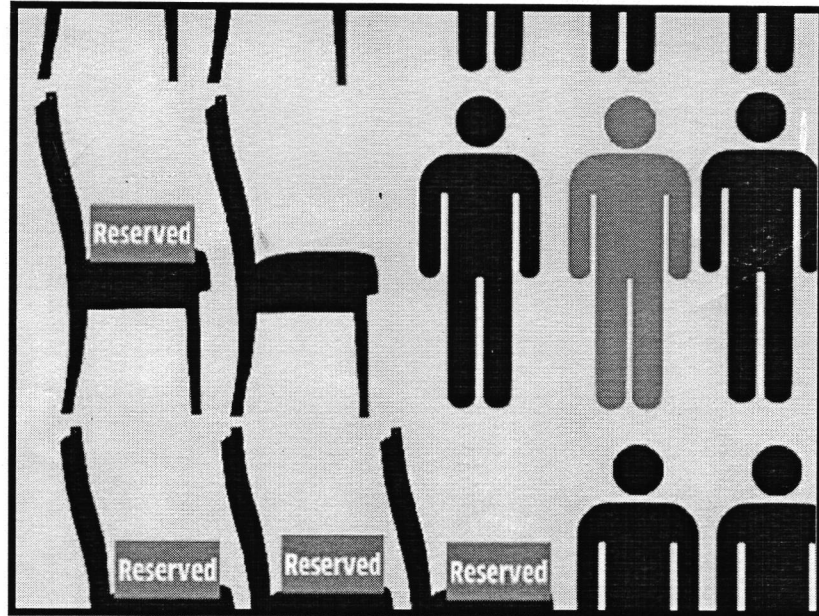


# KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

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



## MEETING MINUTES OBC & MINORITY CELL 2018-19



# KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE


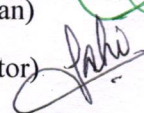

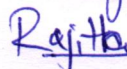
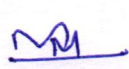
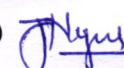
PARAPPUR P.O, KOTTAKKAL, MALAPPURAM DISTRICT, KERALA, 676503

**Date:** June 15, 2018

**Time:** 10:00 AM

**Venue:** Principal's Office

**Attendees:**

- Prof. M. Abdul Azeez (Chairman) 
- T K Faheema (IQAC Coordinator) 
- Sumayya E (Asst. Professor, Commerce) 
- Rajitha AP (Asst. Professor, English) 
- Manjima KP(2nd BA English, Student Representative) 
- Jilani Niyas (3rd BSc Mathematics, Student Representative) 

**Agenda:**

1. Introduction and objectives of the OBC & Minority Cell.
2. Discussion on the needs assessment survey.
3. Planning orientation programs for newly admitted OBC and minority students.

**Minutes:**

1. The meeting was called to order by Chairman Prof. M. Abdul Azeez.
2. Prof. Azeez provided an overview of the OBC & Minority Cell's objectives.
3. The committee agreed to conduct a needs assessment survey in July 2018 to identify the specific needs of OBC and minority students.
4. It was decided to organize orientation programs for newly admitted OBC and minority students in August 2018.
5. Members discussed potential scholarship opportunities and methods to inform students.
6. The meeting concluded with a commitment to regular follow-ups and a next meeting scheduled for September.





# KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

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

## Actions Taken:

1. Conducted a needs assessment survey in July 2018.
2. Organized orientation programs in August 2018.
3. Identified and informed students about scholarship opportunities.



  
Chairman

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



# KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE


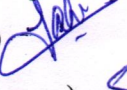
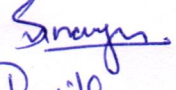
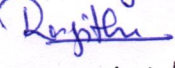
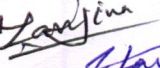
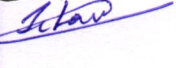
PARAPPUR P.O, KOTTAKKAL, MALAPPURAM DISTRICT, KERALA, 676503

**Date:** April 10, 2019

**Time:** 10:00 AM

**Venue:** Principal's Office

## Attendees:

- Prof. M. Abdul Azeez (Chairman) 
- T K Faheema (IQAC Coordinator) 
- Sumayya E (Asst. Professor, Commerce) 
- Rajitha AP (Asst. Professor, English) 
- Manjima KP(2nd BA English, Student Representative) 
- Jilani Niyas (3rd BSc Mathematics, Student Representative) 

## Agenda:

1. Review of the needs assessment survey results.
2. Evaluation of the orientation programs.
3. Planning for the next academic year.

## Minutes:

1. The meeting began with a review of the needs assessment survey results, which highlighted the need for academic support and scholarships.
2. The orientation programs were evaluated positively, with suggestions for improvements noted.
3. Plans for the next year included implementing mentoring programs and organizing career workshops.
4. The meeting concluded with a discussion on resource allocation for 2019-20.

## Actions Taken:

1. Implemented findings from the needs assessment survey.
2. Improved orientation programs based on feedback.
3. Planned mentoring programs and career workshops for 2019-20.



  
Chairman

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