



KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
INTERNAL QUALITY ASSURANCE CELL

PTA GENERAL BODY MEETING
MINUTES
2018-19

Certificate

This is to certify that this Register contains ^{280 pages}
pages serially numbered from ^{one} to ²⁸⁰


~~Principal~~

Head of the Department

REGISTERED IN ALL

3125

PTA MEETING
MINUTES

2018-2019

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
 GENERAL PARENT - TEACHER ASSOCIATION MEETING.
KEASC/GPTA/NOTICE/2018-19

NOTICE

Dear Parents and Guardians,

You are cordially invited to attend the General Parent - Teacher Association Meeting for the academic year 2018-19, on 02/07/2018, at 10. am in the college Auditorium. This meeting aims to discuss the overall progress of the college and address any concerns or suggestions from parents.

Agenda:

1. Welcome address.
2. Presidential Address.
3. Academic performance review.
4. Extracurricular activities update.
5. Scholarship and financial assistance.
6. Budget allocation for the academic year.
7. Open forum for parents feedback and suggestions.
8. Any other matter with the permission of the chair.
9. Vote of thanks.




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

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
 GENERAL PARENT-TEACHER ASSOCIATION MEETING
KEASC/GPTA/MEETING/2018-19

GENERAL PTA MEETING SCHEDULE

Prayer:	
Welcome Address:	Mrs. Satika. M (PTA Secretary)
Presidential Address:	Prof. M Abdul Azeez (Principal)
Felicitation:	Mr. Muhammed Labeesh. M (Vice Principal)
	Mr. T. Moideenkutty Alias Kunhu (Secretary, KEASC)
	Mr. Marakkay Kutty Haji (Treasurer, KEASC)
	Mr. Aboobacker Kutty Naha (HOD, Department of Mathematics)
	Mr. Steenath. M (HOD, Department of English)
	Mrs. Nandini P.C. (HOD, Department of Commerce and Management)
	Mr. Sampath. M (HOD, Department of Political Science)
	Mrs. Nafeesa V.P (HOD, Department of Economics)
Note of Thanks:	Mubarak. N (Staff Secretary)



Prof. M. ABDUL AZEEL
 PRINCIPAL
 KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
 KOTTAKKAL - 676 503

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
 GENERAL PARENT - TEACHER ASSOCIATION MEETING
KFASC/GPTA/MINUTES/2018-19

Date : 02/07/2018

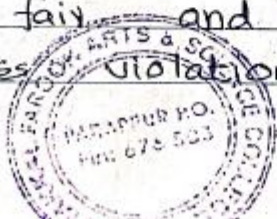
Time : 10:00 am

Venue : College Auditorium.

The Parent-Teacher Association of Kottakkal Farook Arts and Science college conducted its General Body Meeting for the academic year 2018-19 on July 2, 2018. This report summarizes the key discussions and decisions made during this meeting.

The General Parent-Teacher Association Meeting for the academic year 2018-19 at Kottakkal Farook Arts and Science college was held on 02/07/18, with impressive attendance of 470 participants. The meeting, which took place in the college Auditorium, covered crucial aspects of the institution's functioning and plans for the upcoming year.

Principal addressed key concerns related to college discipline and ragging. The Principal, Prof. M Abdul Azeez, emphasized the institution's commitment to upholding a respectful and conducive learning environment. He detailed the college's strict code of conduct, which includes expectations for punctuality, respectful behaviour, and adherence to academic standards. Disciplinary procedures were outlined, highlighting the fair and consistent approach taken to address violations. Support systems



Such
 B. M. ABDUL AZEER
 PRINCIPAL
 KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
 PARAPPURIP.OI - 676 503

counseling services and mentorship programmes were also mentioned, underscoring the college's dedication to assisting students in navigating any personal or academic challenges.

The Principal also tackled the pressing issue of ragging, reaffirming the college's zero-tolerance policy. Preventive measures, including orientation programmes, confidential reporting mechanisms and student awareness workshops, were discussed as crucial elements in combating ragging. The Principal called on parents to engage in open conversations with their children about the importance of respect and to remain vigilant in preventing such incidents, reinforcing the collaborative effort required to maintain a positive and safe college environment.

An overview of the college's academic achievements was presented. This likely included information on exam results, student performances and the notable academic accomplishments. A summary of notable events and achievements in extracurricular activities was shared, highlighting the college's holistic approach to education.

Principal, Prof. M Abdul Azeez, highlighted the college's commitment to academic excellence and holistic student development, while also presenting the proposed budget of rupees 400000 for various activities and initiatives.



Prof. M. ABDUL AZEEZ
PRINCIPAL
UTTARAKHAND PARVATI ARTS & SCIENCE COLLEGE
PARAPURHAT - 2475503

Budget Allocation for the Academic Year 2018-19

A detailed budget proposal totaling Rs 4,00,000 was presented and discussed. Key allocations included:

Budget Allocation		Rupees
1	Scholarships and Financial Assistance	100,000
2	Curricular Support	50,000
3	Co-curricular and Extracurricular Activities	50,000
4	Infrastructure Development	50,000
5	Women Empowerment Programmes	25,000
6	Student Welfare and Support	25,000
7	Community Engagement	25,000
8	Professional Development for Staff	25,000
9	Special Programmes and Events	25,000
10	Health and Wellness Initiatives	25,000
Total Budget:		4,00,000

The budget allocation reflected a comprehensive approach to student support and institutional growth, with significant funds earmarked for scholarships and financial assistance (Rs. 100,000), curricular support (Rs. 50,000) and co-curricular activities (Rs. 50,000). Other key areas of focus included infrastructure development, women empowerment programmes and student welfare initiatives.

The meeting also provided an open forum for parents to voice their concerns and offer suggestions, fostering a collaborative environment between the institution and the



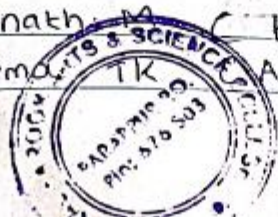
Prof. M. ABDUL AZEEZ
PRINCIPAL
TANKAL FAROOK ARTS & SCIENCE COLLEGE
PARAMBIL, PIN: 670 503

parent community. Overall, the General PTA meeting set a positive tone for the academic year, emphasizing the college's dedication to providing quality education and support to its students.

The meeting addressed the topic of scholarship and financial aid. As per the budget proposal Rs. 100,000 was allocated for providing scholarships, financial aid, medals, prizes and awards to students. The budget showed a balanced approach to supporting various aspects of college life, including academics, extracurricular activities, infrastructure and student welfare.

Parents were given the opportunity to voice their concerns, provide feedback, and offer suggestions. The meeting covered crucial aspects of the college's functioning, including academic performance, extracurricular activities and financial planning. The high attendance and the inclusion of an open forum for parent's feedback suggest strong parent-teacher collaboration and engagement in the college's affairs. This meeting laid the foundation for the college's activities and expenditures for the academic year 2018-19, with a clear focus on student welfare, academic excellence, and holistic development. Newly selected executive Members from Staff Members.

1. Sampreeth M (HOD, Dept. of Political Science)
2. Nandini PC (HOD, Dept. of Commerce and Management)
3. Sreenath M (HOD, Dept. of English)
4. Faheema (Assistant Professor Dept. of English)



Prof. Dr. AZEEL
PRINCIPAL
ARTS & SCIENCE COLLEGE
Sarika M

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
 KEASC / PTA ECM / NOTICE / 2018-19
I PTA GENERAL EXECUTIVE COMMITTEE MEETING.

NOTICE

Dear Executive Committee Members,

You are cordially invited to attend the PTA General Executive Committee Meeting for the academic year 2018-19 on 06/07/2018 at 10 am in the college Seminar Hall. Your presence and participation are crucial for discussing and planning PTA activities for the upcoming year.

Agenda:

- 1, welcome
- 2, Review of previous year's activities
- 3, Proposed budget for 2018-19
- 4, Election of new members
- 5, Discussion of upcoming events and initiatives
- 6, Any other matters approved by the chair
- 7, Vote of thanks



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

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
PTA GENERAL EXECUTIVE COMMITTEE MEETING
KEASC / OPTA ECM / MINUTES / 2018-19

Date : 06/07/2018

Time : 10 am

Venue : College Seminar Hall

The PTA General Executive Committee Meeting for the academic year 2018-19 was held as scheduled. The meeting aimed to discuss and plan PTA activities for the upcoming year. The following Executive Committee Members were present in the Meeting.

Sl.No	Name	Position	Designation	Signature
1	Prof. M Abdul Azeez	President	Principal	
2	Abdul Majeed K	Vice-President	PTA Member	
3	Savika M	Secretary	Assistant Professor Department of English	
4	Rasiya KP	Joint Secretary	PTA Member	
5	Muhammed Labeeb M	Staff Member	Vice-Principal	
6	Samplath M	Staff Member	HOD, Department of political science	
7	Nandini PC	Staff Member	HOD, Department of Commerce	
8	Greenath M	Staff Member	HOD, Department of English	
9	Alavikutty	Member	PTA Member	
10	Mariyama	Member	PTA Member	
11	Haneefa	Member	PTA Member	
12	Sainudheen	Member	PTA Member	
13	Faheema	Member	Assistant Prof. Dept. of English	

PTA Secretary Mrs Savika M commenced the PTA General Executive Committee Meeting for the academic year 2018-19 at 10 am in the college Seminar Hall. She greeted the assembled executive committee members with a formal welcome, underscoring




Prof. M. ABDUL AZEEZ
 PRINCIPAL
 KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
 KOTTAKKAL - 676 503

the significance of parent-Teacher collaboration in advancing educational outcomes.

Principal Prof. M Abdul Azeez, in his address, provided a comprehensive overview of the college's accomplishments from the previous academic year and delineated the strategic objectives for the forthcoming session. He elucidated the institution's plans to enhance curricular and co-curricular activities, emphasizing the critical role of the PTA in achieving these goals. He articulated a vision of continued progress and innovation, stressing the importance of collective effort in navigating the challenges and opportunities that lay ahead.

The principal's introduction set a tone of purposeful collaboration, establishing a framework for the productive discussions to follow. The meeting addressed crucial aspects of PTA activities for 2018-19 academic year, with a strong focus on financial planning and diverse initiatives to support students, staff, and the overall educational environment. The meeting concluded with a vote of thanks by PTA Secretary.




Sarika M
PTA Secretary.


Prof. M. ABDUL AZEEZ
PRINCIPAL
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
PARAPPURIP.O. - 676-503

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
 CLASS WISE PTA MEETING
KEASC / CLASS PTA / MINUTES / 2018-19

Kottakkal Farook Arts and Science college successfully conducted comprehensive Parent-Teacher Association meeting across all departments for the academic year 2018-19. These class wise meeting were organized to foster stronger communication between the faculty and parents, ensuring a collaborative approach to student development and academic success.

Each department, including BA English, BA Economics, BA political science, Bsc Mathematics, Bsc Physics, Msc physics, and commerce and Management held separate PTA meetings for their respective classes. The meetings were scheduled on 09/07/2018, 01/11/2018, 08/03/2018 at 10 am, and were conducted within the respective department premises. This arrangement allowed for focused discussions on subject-specific progress and concerns.

The agenda for these meetings was consistently structured across departments, covering crucial aspects such as review of previous semester activities academic performance updates and further preparation strategies. Discussions also encompassed extracurricular activities, skill development initiatives, and student welfare programme providing a holistic view of student life and development at the college.



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

Participation from parents was notably high across all departments, with attendance rates generally exceeding 80%. This participation reflected the parents keen interest in their wards academic progress and overall college experience. The meetings provided an open forum for parents to voice their concerns, offer suggestions and engage in constructive communication with the faculty. New members were selected to join in the PTA executive committee.

The college administration, led by the respective Heads of Departments, used these meetings as an opportunity to communicate important announcements, upcoming events, and key dates in the academic calendar. The success of these class wise PTA meeting in 2018 reinforced the college's commitment to maintaining transparent and effective communication channels with parents, contributing significantly to the overall educational ecosystem of Kottakkal Farook Arts and Science college.

Nominated New Members to the General Body.

- 1) Moosa Kubby Haji
- 2) Jaseena . V
- 3) Ali K . V

These members were unanimously accepted in to the General Body.



Sarika . M
PTA Secretary

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

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
 SECOND PTA GENERAL EXECUTIVE COMMITTEE MEETING
KEASC/PTAECM/NOTICE/2018-19

NOTICE

Dear Executive Committee Members,

You are cordially invited to attend the PTA General Executive Committee Meeting for the academic year 2018-19 on 18/12/2018, at 10 am in the college Seminar Hall. Your presence and participation are crucial for reviewing our progress and planning further PTA activities for the year.

Agenda:

1. Welcome
2. Review of actions taken since the last meeting.
3. Mid-year Financial report.
4. Discussion of ongoing and upcoming initiatives.
5. Preparation for annual day celebrations.
6. Any other matters approved by the Chair.



Prof. M. ABDUL AZEEL
 PRINCIPAL
 KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
 PARAPPURIP.O. - 676 503

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
SECOND PTA GENERAL EXECUTIVE COMMITTEE MEETING
KEASC/GPTAECM/ MINUTES / 2018-19

Date : 13/12/2018

Time : 11 am

Venue : college seminar Hall.

The second PTA General executive committee Meeting for the academic year 2018-19 was held as scheduled. The meeting aimed to review progress and plan further PTA activities the year. The following executive committee Members were present in the meeting.

Sl No.	Name	Position	Designation	Signature
1	Prof. M Abdul Azeez	President	Principal	
2	Abdul Majeed. K	Vicepresident	PTA Member	
3	Saika. M	Secretary	Assistant Professor Department of English	
4	Muhammed Labeeb	Member	Vice Principal	
5	Nandini P	Member	HOD, Department of commerce	
6	Rasiya. K P	Joint secretary	PTA Member	
7	Steenath. M	Member	HOD, Department of English	
8	Sampreeth. M	Member	HOD, Dept. of BA political science	
9	Faheema. TK	Member	Assistant Professor Dept. of English.	
10	Moosakutty Haji	Member	PTA Member	
11	Jaseena. V	Member	PTA Member	
12	Ali K.V	member	PTA Member	

PTA Secretary commenced the second PTA General executive committee meeting for the academic year 2018-19 at 11 am in the college seminar Hall. She welcomed the assembled executive committee members.




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


Principal Prof. M Abdul Azeez emphasized the importance of reviewing the progress made since the last meeting. The principal provided an update on the implementation of initiatives discussed in the previous meeting. He presented a mid-year financial report, detailing the utilization of the budget allocated for various activities. The committee discussed the ongoing projects and their impact on student development and academic performance.

A significant portion of the meeting was dedicated to planning the upcoming annual day celebrations. The committee members contributed ideas for making the event meaningful and inclusive. The principal stressed the importance of showcasing student achievements and involving parents in the celebrations.

The meeting addressed the progress of PTA activities for the 2018-19 academic year, focusing on the effective use of resources and the successful implementation of planned initiatives. The committee also discussed strategies to enhance parent-teacher collaboration and improve student welfare programmes. The meeting concluded with a summary of action items and responsibilities assigned to various committee members for the upcoming events and ongoing projects.




 Prof. M. ABDUL AZEEZ
 PRINCIPAL
 KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
 PARAPPUR, PIN - 676 503


 Sarika M
 PTA Secretary.