



**KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE**  
**INTERNAL QUALITY ASSURANCE CELL**

**PTA GENERAL BODY MEETING**  
**MINUTES**  
**2019-20**

PTA MEETING MINUTES

2019-2020



KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
 GENERAL PARENT - TEACHER ASSOCIATION MEETING  
KFASC / GPTA / NOTICE 2019-20

NOTICE

Dear Parents and Guardians,  
 We warmly invite you to join us for our General Parent - Teacher Association Meeting for the academic year 2019-20 on 13/08/2019 at 10 am in the College Auditorium.

Agenda.

1. Welcome Address
2. Presidential Address
3. Confirmation of the Previous Meeting Minutes
4. Nomination of New Members to the General Body
5. Selection of Executive Members from Staff Members
6. Discussion on Induction classes for New programmes started.
7. Budget Allocation for the year 2019-2020
8. Any other items permitted by the chair
9. Vote of thanks.



Prof. M. ABDUL AZEEZ  
 PRINCIPAL  
 KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE  
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KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
 GENERAL PARENT-TEACHER ASSOCIATION MEETING  
 KFASC / GPTA / MEETING / 2019-20

GENERAL PTA MEETING SCHEDULE

Prayer

Welcome Address

Presidential Address

Felicitation

- Mrs. Nafeesa. VP (Secretary, PTA)
- Prof. M Abdul Azeez (Principal)
- Paravakkal Usmankutty  
(President KFASC)
- T Moideenkutty Alias Kunhu  
(Secretary KFASC)
- Marakkay Kutty Haji (Treasurer KFASC)
- Mr. Mubammed Labeeb M  
(Vice Principal)
- Mr. Aboobacker Kutty Naha  
(HOD, Dept. of Mathematics)
- Mrs. Nandini PC  
(HOD, Dept. of Commerce and Management)
- Mr. Sreenath. M  
(HOD, Dept. of English)
- Mr. Sampath. M  
(HOD, Dept. of Political Science)
- Mubarak. N (Staff Secretary)

Vote of thanks



*(Signature)*

Prof. M. ABDUL AZEEZ  
 PRINCIPAL  
 KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE  
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KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
GENERAL PARENT-TEACHER ASSOCIATION MEETING  
KFASC / GPTA / MINUTES / 2019-20

Date : 13/08/2019

Time : 10 am

Venue : college Auditorium.

The General Parent-Teacher Association Meeting for the academic year 2019-20 at Kottakkal Farook Arts and Science College was held on 13/08/19, with an impressive attendance of 436 participants. The meeting, which took place in the college Auditorium covered crucial aspects of the institution's functioning and plans for the upcoming year.

The meeting commenced with a warm welcome by PTA Secretary Nafeesa VP, who expressed gratitude to all the attendees for their participation and continuous support to the college. Principal Prof. M Abdul Azeez addressed key concerns related to college discipline and academic standards. 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.

The principal also tackled the pressing issue of ragging, reaffirming the college's tolerance policy. Preventive measures including orientation programmes, confidential reporting systems, and student awareness workshops



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were discussed as crucial element in combating ragging. Parents are requested to reinforce discipline and values at home. An overview of the college's academic achievements was presented. This likely included information on exam results, student performances and any notable academic accomplishments.

The minutes of the previous PTA General Body meeting were readout by the PTA Secretary, Nafeesa and confirmed by the members without any amendments. The floor was opened for nominations for new members to the PTA General Body. Several parents were nominated and seconded by the members present. The following new members were unanimously accepted into the General Body;

1. Ismail
2. Shakkeela
3. Shaji K.M
4. Musthafa

The selection of executive members from the staff was discussed. Nominations were invited, and the following staff members were selected to join the PTA Executive Committee;

1. Beenamol
2. Steenija M
3. Naufal V.K
4. Muhammed Labeesh M

The Principal briefed the members on the new programmes initiated in the current academic year and induction classes organized for these programmes. The effectiveness of the induction sessions and student



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were discussed. It was decided to continue the practice of induction classes for new students to ensure a smooth transition into college life.

### Budget Proposal for the Academic Year 2019-20

A detailed budget proposal totaling Rs 445,000 was presented and discussed. Key allocations included.

	Budget Allocation	Rupees
1	Scholarships and Financial Assistance	100,000
2	Curricular Support	55,000
3	co-curricular and extracurricular Activities	55,000
4	Women Empowerment Programmes	30,000
5	Infrastructure Development	55,000
6	Student Welfare and Support	30,000
7	Community Engagement	30,000
8	Professional Development for Staff	30,000
9	Special Programmes and Events	30,000
10	Health and wellness Initiatives	30,000
	Total	445,000

The proposed budget for the academic year 2019-2020 totals Rs. 445,000, allocated across various activities to support student development and institutional growth:

1. Scholarships and Financial Assistance (Rs 100,000):

This largest allocation aims to provide financial support through scholarships, awards, and prizes, ensuring that deserving students receive recognition and assistance.



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PRINCIPAL  
KHAL FAROOK ARTS & SCIENCE COLLEGE  
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## 2. Curricular Support (Rs: 55,000):

Focused on enhancing academic standards, this fund will support induction programmes, seminars, workshops and the development of teaching methodologies.

## 3. Co-Curricular and Extracurricular Activities (Rs: 55,000):

This allocation supports a holistic education approach, funding arts and sports activities, field trips and educational tours.

## 4. Infrastructure Development (Rs: 55,000):

Aimed at improving and maintaining college facilities and ICT tools, this fund ensures a conducive learning environment.

## 5. Women Empowerment Programmes (Rs: 30,000):

This allocation supports workshops and programmes for female students and staff, promoting gender equality initiatives.

## 6. Student Welfare and Support (Rs: 30,000):

Focused on addressing student concerns and fostering parent-teacher collaboration, this fund aims to enhance the overall student experience.

## 7. Community Engagement (Rs: 30,000):

This allocation supports student involvement in community service and social responsibility initiatives, fostering a sense of civic duty.

## 8. Professional Development for Staff (Rs: 30,000):

Supporting continuous learning and skill enhancement for staff members through training sessions and development programmes.

## 9. Special Programmes and Events (Rs: 30,000):

This fund supports annual day, cultural festivals and provides



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financial and logistical support for various college events:

10: Health and wellness Initiatives (Rs. 30,000): Promoting physical and mental wellbeing through sports, fitness and wellness programmes.

As a part of upgrading all the classrooms into smart classes, 11 projectors were installed this year. 9 Desktops and 6 Laptops were distributed to various departments for their smooth functioning. High speed Digital 3 in 1 printer Cannon IR-ADV 4545 III was contributed to exam section for printing question papers for the students. A sum of 1 lakh rupees was allotted to Commerce department for the infrastructure development.

Outstanding students of Nss, E.D club Sports and Award winners were honoured with cash prizes or awards. A sum of Rs 50000 was given to Nss venture to support flood affected families in Kavalappara. Rs 1 lakh was allotted to construct a house. The PTA donated Rs. 25000 to meet the financial expenses of the Nss for their Pain and Palliative care activities. A sum of Rs 10,000 was given for the conduction of Nss camp. A sum of 1.5 lakh rupees was allotted to PG departments for purchasing library books. PTA had also given financial support for the International Seminar conducted by the Departments of commerce, English and Physics. Rupees 1 lakh was given to meet the expenses of college day.



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Parents were given the opportunity to voice their concerns, and offer suggestions. The chair invited additional items for discussion. The following points were raised and discussed.

- The need for improved sports facilities and equipment. It was agreed that a proposal would be drafted for the next meeting.
- A suggestion for organizing a parent-teacher-student interactive session to enhance communication and address student concerns. This was positively received and planned for the upcoming Semester

The meeting concluded with a vote of thanks by PTA Secretary Nafeesa, who appreciated the active participation and valuable inputs from all members.



*[Signature]*  
 PROF. M. ABDUL AZEEZ  
 PRINCIPAL  
 KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE  
 PARAPPUR-01 - 676 583

*[Signature]*  
 Nafeesa, V.P.  
 PTA Secretary.

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
 KEASC/GPTAECM/NOTICE/2019-20  
FIRST 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 2019-20 on 03/10/19 at 10-30 am in the college Seminar Hall. Your active participation and presence are essential for successful planning and discussion of activities for the upcoming year.

Agenda:

1. Welcome Address
2. Confirmation of Previous Meeting Minutes
3. Proposals for class PTA Meetings.
4. Discussion on Transport problems and Traffic Congestion.
5. Drug Abuse Awareness Programme
6. Anti-Ragging Sensitization initiatives.
7. Community Engagement Programmes.
8. Experiential Learning Projects.
9. Field Trips and Internships
10. Any other items permitted by the chair.
11. Vote of thanks.



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KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
 FIRST PTA GENERAL EXECUTIVE COMMITTEE MEETING.  
KFASC/GPTAECM/MINUTES/2019-20

Date: 03/10/2019

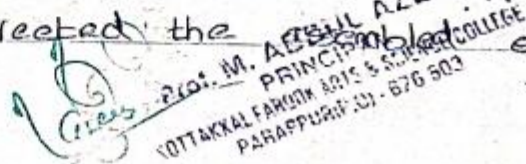
Time: 10.30 am

Venue: College Seminar Hall

The PTA General Executive Committee Meeting for the academic year 2019-20 was held as scheduled. 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	Nafeesa	PTA Secretary	HOD, Dept. of economics	
4	Rasiya K-P	Joint Secretary Staff	PTA Member	
5	Muhammed Labeed	Member Staff	Vice-Principal	
6	Beena Mol	Member Staff	Assistant Professor Dept. of Maths	
7	Naufal VK	Member Staff	Assistant Professor Dept. of English	
8	Steenija	Member Staff	Assistant Professor Dept. of Commerce.	
9	Shakkeela	Member	PTA Member	
10	Ismail	Member	PTA Member	
11	Shaji KM	Member	PTA Member	
12	Musthafa	Member	PTA Member	

PTA Secretary Nafeesa stated the PTA General Executive Committee Meeting for the academic year 2019-20 at 10.30 am in the Seminar Hall. She greeted the Prof. M. Abdul Azeez, Principal, Kottakkal Farook Arts & Science College executive



Committee members with a formal welcome, underscoring the significance of Parent-Teacher collaboration in advancing educational outcomes, followed by the confirmation of the previous meeting minutes.


In the Meeting Executive Committee discussed transport and traffic issues. Collaborative efforts with local authorities were proposed.

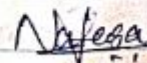
During the meeting, the PTA Committee engaged in a discussion regarding the conduct of class PTA meetings and subsequently granted its approval.

To raise awareness about drug abuse, a drug abuse awareness programme were reviewed. Organizing workshops and seminars with experts were planned. The need for enhanced anti-ragging sensitization was discussed. Workshops and seminars for students and staffs were proposed.

Updates on community engagement activities were reviewed. New initiatives were proposed, including more outreach and volunteer opportunities. Progress on experiential learning projects was discussed. Increasing real-world problem integration and industry collaboration was proposed. The committee reviewed field trips and internships, with plans to expand these programmes for better student exposure. Additional items included planning a parent-teacher interaction session and addressing new infrastructure needs. The meeting concluded with a vote of thanks by PTA Secretary.



  
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 Nafeesa V.P.  
 PTA Secretary

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
 CLASS WISE PTA MEETING  
KEASCI CLASS PTA MINUTES / 2019-20

Kottakkal Farook Arts and Science College successfully conducted comprehensive Parent-Teacher Association meetings across all departments for the academic year 2019-20. Each departments including BA English, BA Economics, BA Political science, Bsc Mathematics, Msc Physics and Commerce and Management held separate PTA Meetings for their respective classes. The meetings were scheduled on 10/10/19, 29/10/19, and 13/11/19 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 were consistently structured across departments, covering crucial aspects such as Attendance tracking, internal marks, even sem commencement, Introduction of TCS to parents, Introduction of Audit course and academic performance updates. Participation from the parents was notably high across all departments. The meetings provided an open forum for parents to voice their concerns, and offer suggestions.

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. These class-wise meetings organized to foster stronger communication



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between the faculty and parents, ensuring a collaborative approach to student development and academic success.



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KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
SECOND PTA GENERAL EXECUTIVE COMMITTEE MEETING  
KEASC / PTA ECM / -NOTICE / 2019-20

### NOTICE

Dear Executive committee Members,

You are cordially invited to attend the second PTA General Executive Committee Meeting for the academic year 2019-20 on 06/01/2020, at 11 am in the college Seminar Hall.

Agenda:

1. Welcome Address
2. Confirmation of Previous Meeting Minutes
3. Review of Actions from Last meeting.
4. Progress Report on class PTA Meeting.
5. Update on Transport and Traffic Congestion Solutions
6. Drug Abuse Awareness Programme outcomes
7. Anti-Ragging Initiatives: Implementation and Feedback
8. Community Engagement Programmes: Activities report
9. Experiential Learning Projects: Mid-Year Assessment
10. Upcoming Field Trips and Internships planning.



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11. Budget Review and Financial Update
  12. Any other items permitted by the chair.
- Vote of Thanks



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KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
PTA GENERAL EXECUTIVE COMMITTEE MEETING  
KEASC/PTA/ECM/MINUTES/2019-20

Date : 06/01/2020

Time : 11 AM

Venue : College Seminar Hall

The second PTA executive meeting of the 2019-20 academic year was held on 06/01/20 in the Seminar Hall of Kottakkal Farook Arts and Science College from 11 AM to 12 PM. The meeting commenced with a welcome address by the PTA Secretary Nafessa, followed by the confirmation of the previous meeting minutes.

A comprehensive progress report on the class PTA meetings was presented, revealing improved parent participation and constructive feedback on academic matters. The transportation committee shared updates on proposed solutions to address transport problems and traffic congestion around the campus, including potential partnerships with local authorities.

The outcomes of the Drug Abuse Awareness Programme were discussed, with initial suggestions indicating increased awareness among students. The committee agreed to continue...



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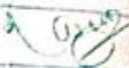
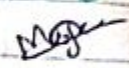
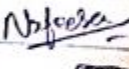
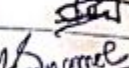



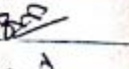




potentially expand these efforts in the coming months. Significant time was devoted to discussing the implementation of anti-ragging initiatives. Feedback from students and staff indicated a positive impact, with a noticeable decrease in reported incidents. The committee proposed further sensitization workshops for incoming students.

The Community Engagement Coordinator presented a report on community engagement activities highlighting successful outreach programmes and volunteer work undertaken by students. These efforts were well-received by the local community and plans were made to build on this success. A mid-year assessment of Experiential Learning Projects was shared, showcasing innovative approaches to practical education. The committee expressed satisfaction with the progress and encouraged further development of these programmes.


Plans for upcoming field trips and internships were outlined, with a focus on providing diverse opportunities for students across various disciplines. The treasurer presented a budget review and financial update, ensuring transparency in the allocation and utilization of funds. Members raised concerns about the need for additional mental health support for students, which committee agreed to explore further. The meeting concluded with a vote of thanks, acknowledging the active participation and valuable contributions of all members. The following members were present in the meeting.

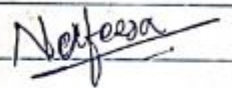


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SL No.	Name	Position	Designation	Signature
1	Prof. M Abdul Azeez	President	Principal	
2	Abdul Majeed K	Vice President	PTA Member	
3	Nafeesa	Secretary	HOD, Dept of economics	
4	Rasiya K P	Joint Secretary	PTA Member	
5	Beenamol	Member	Assistant Prof. Dept. of maths	
6	Muhammed Labeed M	Member	Vice Principal	
7	Naufal VK	Member	Assistant Prof. Dept. of English	
8	Sreenija	Member	Assistant Prof. Dept. of Commerce	
9	Shakkeela	Member	PTA Member	
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Nafeesa V.P.  
 PTA Secretary.