

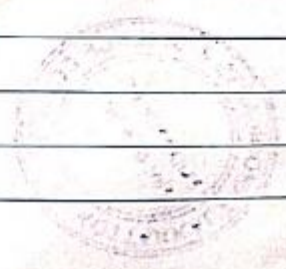


KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
INTERNAL QUALITY ASSURANCE CELL

PTA GENERAL BODY MEETING
MINUTES
2022-23

PTA MEETING MINUTES

2022-2023



KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
 GENERAL PARENT - TEACHER ASSOCIATION MEETING
KEASC/GPTA/NOTICE/2022-23

NOTICE

Dear Parents and Guardians,

You are cordially invited to attend the General Parent-Teacher Association Meeting for the academic year 2022-23, on 29/09/2022 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. 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. Extra-curricular Activities Planning
8. Alumni Engagement Initiatives.
9. Environmental Sustainability on Campus.
10. Budget Allocation for the Year 2022-2023
11. Any other Items Permitted by the chair
12. Vote of Thanks.



M. Abdul Azeez

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

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
 GENERAL PARENT - TEACHER ASSOCIATION MEETING
 KFASC / GPTA / MEETING / 2022-23

GENERAL PTA MEETING SCHEDULE

Prayer

Welcome Address : Sarika M (PTA Secretary)

Presidential Address : Prof. M Abdul Azeez
 (Principal)

Felicitation : Muhammed Labeed M
 (Vice-Principal)

• Aboobacker Kutty Naha
 (HOD, Dept. of Mathematics)

• Sreepath M
 (HOD, Dept. of English)

• Sampath T M
 (Dept. HOD, Dept. of Political Science)

• Aswathi KT
 HOD
 (Dept. of Economics)

• Subail K
 (HOD, Dept. of Physics)

• D. Chitra M
 (HOD, Dept. of Botany)

Vote of thanks

Mujeeb T P
 (Staff Secretary)



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



KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
 GENERAL PARENT - TEACHER ASSOCIATION MEETING
 KFASC / GPTA / MINUTES / 2022 - 23

Date: 29/09/2022

Time: 10 Am

Venue: college Auditorium.

The PTA General Body Meeting of Kottakkal Farook Arts and Science college convened on 29/09/2022, at college auditorium. The meeting began with a warm welcome address by the PTA Secretary Mrs. Sarika M, acknowledging their continued support and participation in the college's activities.

Principal Prof. M Abdul Azeez delivered a compelling message during the PTA General Body Meeting, emphasizing the institution's commitment to academic excellence and holistic student development. He expressed deep appreciation for the active involvement of parents and teachers in shaping the college's future. The Principal highlighted recent achievements, including improved academic performance, successful placements, and notable extracurricular accomplishments. He also outlined the college's vision for the coming year, focusing on enhancing infrastructure, introducing innovative teaching methodologies and strengthening industry partnerships. The Principal stressed the importance of collaboration between the institution and families in nurturing well-rounded individuals prepared for the challenges of the modern world.



Prof. M. Abdul Azeez

Prof. M. ABDUL AZEEZ
 PRINCIPAL
 KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
 PARAPPURAM (P.O.) - 678 644

Confirmation of the Previous Meeting Minutes

Following the Presidential address, the minutes from the previous meeting were read and confirmed after minor amendments.

This process ensured transparency and continuity in the PTA's activities.

Nomination of New Members to the General Body

The meeting then moved to the nomination of new members to the general body. The following parents were nominated, seconded and unanimously accepted in to the PTA General Body:

1. Mr. Mohammed Shaja K K
2. Mrs. Hasiya
3. Mr. Musthafa. K
4. Mrs. Bushya. K

Selection of Executive Members from Staff Members

Nominations were called for the selection of executive members from the staff. The following staff members were selected to join the PTA General Executive Committee:

1. Mr. Sampreeth T M
2. Mr. Sreenath M
3. Ms. Aswathi K T
4. Mrs. Sreenija M
5. Muhammed Labeeb M.

Discussion on Induction classes for New Programmes

The Principal provided an overview of the new programmes introduced during the academic year and the induction classes organized for these programmes. The effectiveness of the sessions and student participation were discussed. It was agreed that the induction classes should continue and



M. ABDUL AZEED
PRINCIPAL
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
PARAPPURIP, DISTRICT - 686 502

enhance the induction classes to ensure a smooth integration of new students.

Extra-curricular Activities Planning.

The meeting also addressed the planning of extra-curricular activities for the upcoming year. Proposals included the formation of new student clubs, expansion of existing societies, and the introduction of inter-departmental competitions. These initiatives aimed to enhance student engagement and provide opportunities for holistic development beyond academic pursuits.

Alumni Engagement Initiatives.

Alumni engagement was recognized as a vital aspect of the college's growth strategy. The PTA discussed various initiatives to strengthen alumni connections, including a mentorship programme pairing alumni with current students, a regular alumni lecture series, and the establishment of an alumni fund to support underprivileged students.

Environmental Sustainability on Campus

Environmental sustainability on campus emerged as a significant topic of discussion. An ambitious plan was presented to make the college more eco-friendly, including proposals for solar panel installation, implementation of a comprehensive waste segregation system, and the creation of a campus biodiversity club. The initiatives garnered widespread support, leading to the formation of a task force comprising staff, students and parents to drive these environmental projects forward.



Prof. M. Abdulazeem

Prof. M. ABDUL AZEEM
PRINCIPAL
IQBAL FAROOK ARTS & SCIENCE COLLEGE
PARAPPUR - 225 512

Budget Allocation for the Year 2022-23

	Budget Allocation: Activity	Rupees
1	Scholarships and Financial Assistance	100,000
2	Curricular Support	80,000
3	Co-curricular and Extracurricular Activities	80,000
4	Women Empowerment Programmes	40,000
5	Infrastructure Development	80,000
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 Budget	530,000

The Treasurer presented the proposed budget for the academic Year 2022-23, with a total allocation of Rs. 530,000. The budget was discussed and approved as follows.

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

Providing scholarships and financial aid, medals, prizes and awards.

2. Curricular Support (Rs. 80,000)

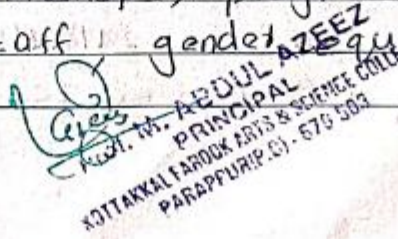
Induction programmes, Seminars, workshops, academic standards, teaching methodologies.

3. Co-curricular and Extracurricular Activities.

(Rs. 80,000)
Arts and sports activities, field trips, educational tours.

4. Women Empowerment Programmes (Rs. 40,000)

workshops, programmes for female and staff gender equality initiatives.



5. Infrastructure Development (Rs 80,000)

Development and maintenance of college infrastructure, ICT tools.

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

Addressing student concerns, platform for parent-teacher collaboration.

7. Community Engagement (Rs 30,000)

Student involvement in community service, social responsibility initiatives.

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

Professional development programmes, training sessions, continuous learning.

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

Annual day celebrations, cultural festivals, financial and logistical support.

10. Health and Wellness Initiatives (Rs 30,000)

Programmes promoting physical and mental well-being, sports, fitness, wellness.

Any Other Items Permitted by the Chair

The chair opened the floor for additional items. The following points were discussed.

- Proposal for enhancing digital infrastructure to support hybrid learning models. It was agreed to draft a detailed proposal for the next meeting.

- A request for organizing workshops for parents on effective student support at home. The request was well received, and planning will commence.

The decision was made to conduct class-wise meetings, on the (29/09/2022) same day as the general body meeting, after the common section.



Arif

M. ABDUL AZEEM
PRINCIPAL
BROOK ARTS & SCIENCE COLLEGE
No. 678 502

The meeting concluded with a vote of thanks by the PTA Secretary, who expressed appreciation for the members' active participation and valuable contributions.



[Signature]

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

[Signature]

Sarika M
PTA Secretary.

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
CLASS WISE PTA MEETING

KEASC | CLASS PTA | MEETING | 2022-23

Kottakkal Farook Arts and Science college successfully conducted Parent-Teacher Association Meetings across all departments for the academic year 2022-23. 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 Meeting were scheduled on 29/09/22 and were conducted with in 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 and academic performance updates.

The agenda for these meetings consistently structured across department. Some following -



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

1. Analysis of Internal marks;

Parents were provided with the internal examination marks to have an idea on the students academic progress

2. Updated whats App group for parents;

Parents were given the form to fill the current whats App number to contact and updated by adding active numbers and removing inactive ones. All the information regarding the academic activities will be intimated to the parents on date.

3. Attendance report and vigilance on attendance shortage;

Parents were given current status of their wards attendance in the present semester and were convinced of the due importance of the 75% attendance for appearing the University Exam.

4. Sharing grievances of students other than academic matters;

Parents were convinced of the due need of sharing time to let know their wards concerns in academic and other personal issues. Extra time were specially allocated to talk with the parents of the students who have shared the deep worries and concerns earlier.

These class-wise meetings were organized to foster stronger communication between the faculty and parents, ensuring a collaborative approach to student development and academic success.



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

Sarika. M.
PTA Secretary

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
 ODD SEMESTER PTA GENERAL EXECUTIVE COMMITTEE MEETING
KEASC/GPTAECM/NOTICE/2022-23

NOTICE

Dear Executive Committee Members,

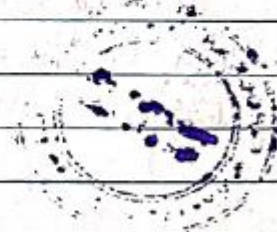
You are cordially invited to attend the odd semester PTA General Executive Committee Meeting for the academic year 2022-23, on 05/10/2022, at 2 Pm in the college seminar Hall.

Agenda.

1. Welcome Address
2. Confirmation of Previous Meeting Minutes.
3. Analysis of Classwise PTA
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.



M. Abdul Azeez
 Prof. M. ABDUL AZEEZ
 PRINCIPAL
 KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
 PARAPPUR P.O. - 676 583



KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
 ODD SEMESTER PTA GENERAL EXECUTIVE COMMITTEE
 MEETING.

KEASCI/PTAECM/MEETING MINUTES/2022-23

Date : 05/10/2022

Time : 2 Pm

Venue : Seminar Hall.

The odd semester PTA General Executive committee Meeting for the academic year 2022-23 was held as scheduled. The following members were present in the meeting.

Sl No.	Name	Position	Designation	Signature
1	Prof. M Abdul Azeez	President	Principal	
2	Jayadevan. T	Vice President	PTA Member	
3	Sarika. M	Secretary	Assistant Prof. Dept. of English	
4	Suneeta.	Joint Secretary	PTA Member	
5	Sampreeth. TM	Member	Assistant Prof. Dept. of Politics	
6	Sreenath M.	Member	HOD Dept of English	
7	Aswathi. KT	Member	HOD Dept. of Economics	
8	Steenija. M	Member	Assistant Prof. Dept. of Commerce	
9	Muhammed Labeed M	Member	Vice Principal	
10	Fabeema TK	Member	IQAC Coordinator	
11	Mohammed Shaju KK	Member	PTA Member	
12	Hasiya	Member	PTA Member	
13	Abhisthafa. K	Member	PTA Member	
14	Shrithra. TK	Member.	PTA Member	



Prof. M. ABDUL AZEZ
 PRINCIPAL
 KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
 PARAPPUR PO. PIN: 676 502

On 05/10/22, the PTA Executive Committee held its meeting for the odd semester 2022-23. The session commenced with a welcome Address delivered by the PTA Secretary Sarika.M. The secretary greeted the committee members warmly, expressing appreciation for their attendance and underscoring the significance of the meeting.

Confirmation of Previous Meeting Minutes:

Following the welcome Address, the committee proceeded to the confirmation of previous meeting minutes. The secretary reviewed key points from the last meeting, allowing members to verify their accuracy. Members were given the opportunity to propose amendments, and once any changes were agreed upon, the minutes were formally approved by a vote.

Analysis of class-wise PTA:

The class-wise PTA meeting demonstrated a strong partnership between parents, teachers and students, and the executive committee is recommended to consider allocating resources to address the identified concerns and enhance the overall learning experience.

Discussion on Transport and Traffic Congestion:

The committee then addressed transport problems and traffic congestion. The discussion focused on the transportation and traffic issues affecting the college community. Members discussed ongoing issues related to student transportation and congestion around the college. It was decided to collaborate with local authorities to manage traffic and explore options for



Principal
 KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
 PARAPPUR, P.O. - 676 503

additional transportation facilities.

Drug Abuse Awareness Programme:

The Drug Abuse Awareness Programme was another key item on the agenda. The Committee reviewed current drug abuse awareness programmes and discussed their effectiveness. A proposal was made to organize a drug abuse awareness programme involving workshops, seminars and guest lectures. The committee agreed to allocate resources and work with local NGOs and experts to implement this programme.

Anti-Ragging Sensitization Initiatives:

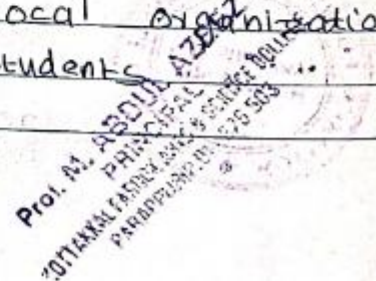
The Committee discussed Anti-Ragging Sensitization initiatives. This item focused on measures to prevent and combat ragging on campus. Members reviewed existing anti-ragging policies and their effectiveness, and discussed potential new initiatives such as orientation programmes for fresh students and seniors. Proposals included establishing a dedicated anti-ragging cell, implementing a mentorship programme and creating clear reporting and disciplinary procedures. The committee also considered ways to foster a positive campus culture that discourages ragging and promotes respectful interactions among students.

Community Engagement Programmes:

The discussion then moved to community engagement programmes. The committee reviewed existing community engagement programmes and proposed new initiatives such as outreach collaboration with local organisations and voluntary opportunities for students.



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Experiential Learning Projects.

Discussion was held on enhancing experiential learning projects. The committee focused on integrating hands-on practical learning experiences into the curriculum. Potential projects that would allow students to apply theoretical knowledge in real-world contexts were discussed. Proposals included incorporating more real-world problems into curriculum, promoting student-led projects and increasing industry collaboration.

Field Trips and Internships

Field trips and internships were also addressed. The importance of field trips and internships in providing practical experience was emphasized. The committee agreed to review and expand current programmes to ensure students have more opportunities for real-world exposure.

Any other items permitted by the chair

The chair invited additional items for discussion. Suggestions included organizing a parent-teacher-student interaction session and addressing infrastructure improvements.

The meeting concluded with a vote of thanks by the Secretary, who appreciated the efforts for their contributions and active participation



[Signature]
 Dr. M. ABDUL AZEEZ
 PRINCIPAL
 KOTAKKAL FAROOK ARTS & SCIENCE COLLEGE
 PARAPPUR P.O. - 676 503

[Signature]
 Sarika M
 P.T.A. Secretary.

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
EVEN SEMESTER PTA GENERAL EXECUTIVE COMMITTEE
MEETING.

KEASC / GPTEECM / NOTICE / 2022-23

NOTICE

Dear Executive Committee Members,
You are cordially invited to
attend the Even Semester PTA General Executive
Committee Meeting for the academic year 2022-23,
on 09/01/2023, at 11 Am in the college Seminar
Hall.

Agenda:

1. Welcome Address
2. Confirmation of Previous Meeting minutes.
3. Update on Transport problems and Traffic
Congestion
4. Assessment of Drug Abuse Awareness
programme.
5. Status report on Anti-Ragging Sensitization
initiatives.
6. Progress on Community engagement Programmes
7. Review of experiential Learning Projects.
8. Field trips and Internships: Planning and
Evaluation.

Other items permitted by the chair
Vote of Thanks.



Prof. Dr. ABUJAZEEZ
PRINCIPAL
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
PARAPPULY P.O. - 676 583

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
EVEN SEMESTER PTA GENERAL EXECUTIVE COMMITTEE
MEETING

KEASC/GPTAEFCM/MINUTES/2022-23

Date : 09/01/2023

Time : 11 Am

Venue : Seminar Hall.

The Even Semester PTA General Executive committee Meeting for the academic year 2022-23 was held as scheduled. The following members were present in the meeting.

SL No.	Name	Position	Designation	Signature
1	Prof. M Abdul Azeez	President	Principal	
2	Jayadevan. T	Vice President	PTA Member	
3	Savika. M	Secretary	Asst. Prof. Dept. of English	
4	Suneeta	Joint Secretary	PTA Member	
5	Steenath M	Member	HOD Dept. of English	
6	Sampreeth. T.M.	Member	HOD Dept. of Political science	
7	Aswathi KT	Member	HOD Dept. of Economics	
8	Sreenija. M	Member	Asst. Prof. Dept. of Commerce	
9	Fabeema. TK	Member	IAAC Coordinator	
10	Mohammed shaja.HK	Member	PTA Member	
11	Hasiya	Member	PTA Member	
12	Musthafa. K	Member	PTA Member	
	Shya. Tk	Member	PTA Member	
	Mmed Labeeb	Member	PTA Member	



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

On January 09, 2023, the PTA Executive Committee convened for its meeting for the even Semester 2022-23 at Seminar Hall. The session was initiated with a welcome Address by PTA Secretary Sarika M. The secretary warmly greeted the Committee members, expressed appreciation for their attendance, and reviewed the achievements of the Odd Semester.

Confirmation of Previous Meeting Minutes.

The meeting proceeded with the confirmation of previous meeting minutes. The minutes of the previous General Executive Committee meeting were reviewed and approved.

Update on Transport problems and Traffic Congestion.

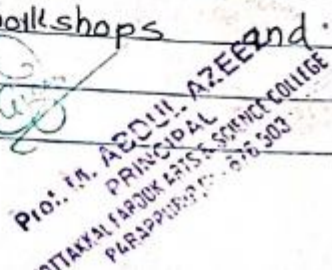
Updates on the ongoing effort to address transport problems and traffic congestion were discussed. Progress on previously discussed solutions was reviewed, collaboration with local authorities has led to improved traffic management, with additional transportation options being explored.

Assessment of Drug Abuse Awareness Programme.

The committee assessed the drug abuse awareness programme. The effectiveness of current initiatives was evaluated and proposals were made for new campaigns, workshops, or collaborations with local health organizations.

Status Report on Anti-Ragging Sensitization Initiatives.

The effectiveness of anti-ragging sensitization initiatives was assessed. The committee agreed to continue and enhance these efforts with more frequent workshops and increased student engagement.



Progress on Community Engagement Programmes

The committee reviewed recent community engagement activities and discussed new opportunities for student involvement. Plans for future outreach programmes were also presented.

Review of Experiential Learning Projects

Progress on experiential learning projects was discussed. The committee reviewed student feedback and project outcomes, with plans to further integrate real-world problems and industry collaboration.

Field Trips and Internships: Planning and Evaluation

Field trips and internships were also addressed. The committee reviewed the field trips and internship placement conducted during the semester, discussed students' experiences and outcomes. Plans for upcoming field trips and internships, including potential destinations and guidelines were discussed.

Any other items permitted by the chair

Additional items included discussing the possibility of organizing a workshop for improving student skills and addressing any new concerns from the college community.

The meeting concluded with a vote of thanks by the PTA Secretary, who thanked the members for their commitment and contributions.



[Signature]
 . . of M. ABDUL AZEEZ
 PRINCIPAL
 KOTTAYAM FAROOK ARTS & SCIENCE COLLEGE
 PARAPPUR P.O. - 676 503

[Signature]
 Sarika . M
 PTA Secretary