



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

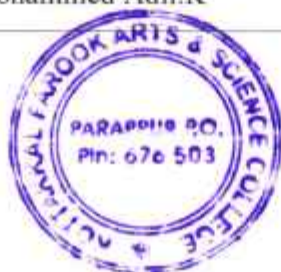
IQAC MEETING MINUTES

2019-20

IQAC CONSTITUTION 2019-20

Internal Quality Assurance Cell (IQAC) functions in the college for the improvement of academic and administrative quality and excellence of the college. Various programmes of quality and excellence are visualized and implemented in the college to enhance best practices and thereby promote excellence in education. IQAC takes up the coordination of quality-related activities and documents various programmes and activities leading to quality improvement

Sl. No	Position	Name of the Member	Designation
1.	Chairman	Prof. M. Abdul Azeez	Principal
2.	Coordinator	Mohammed Safwan. N	IQAC Coordinator
3.	Member	Mohammed Labeeb. M	Vice Principal
4.	Member	Sreenath M	HOD, Department of English
5.	Member	Nandini. P.C	HOD, Department of Commerce & Management
6.	Member	Sampreeth T M	HOD, Department of Political Science
7.	Member	Mubarak. N	HOD, Department of Physics
8.	Member	Nafeesa. P.V	HOD, Department of Economics
9.	Member	Aboobacker Kutty Naha	HOD, Department of Mathematics
10.	Member	Samsheer. K	HOD, Department of Physical Education
11.	Member	Beenamol N S	Coordinator, Department of Mathematics
12.	Member	Rajeena. T.P	Librarian
13.	Member	Sasidharan. K	Office Superintendent
14.	Member	T. Moideen Kutty Alias Kunhu	Secretary
15.	Member	P Usman Kutty	Industrialist, President FES
16.	Member	Jishnuram	Student Representative
17.	Member	Mohammed Adil.K	Alumnid Representative



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



INTERNAL QUALITY ASSURANCE CELL
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA. 676503

Reference No:KFASC/IQAC/ NOTICE/2019-20/2019

Date:01-06-2019

Notice

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 01 June 2019, at 2.00 PM in IQAC Hall.

Agenda

1. Welcome : Mohammed Safwan K P
2. Presidential Notes: Discussions on resolutions taken in the first College Council
3. Prepare and adhere to the academic calendar and teaching plans.
4. Implement student-centered teaching-learning methods, experiential learning, and participative learning.
5. Starting of Certificate courses.
6. Organize monthly seminars, guest lectures, and workshops featuring renowned academicians and industry experts.
7. Promote extension activities at the department level.
8. Encourage innovations and promote club activities.
9. Vote of Thanks: Mohammed Labeeb M


IQAC COORDINATOR




Prof. M. ABDUL AZEEZ
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KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

Reference No:KFASC/IQAC/ MINUTES/2019-20/2019

Meeting Minutes

Date: 01-06-2019

Time: 2:00 PM

Venue: IQAC Hall

Agendas & Resolutions

IQAC Coordinator, Mohammed Safwan extended a respectful welcome, and Principal Prof. M. Abdul Azeez guided the meeting. The following Agendas were discussed:

3. Prepare and adhere to the academic calendar and teaching plans.

The academic calendar for the academic year 2019-20 has been prepared and finalized. Teaching plans for each department have been adhered to it throughout the year.

4. Implement student-centered teaching-learning methods, experiential learning, and participative learning from the start of the academic year.

Student-centered teaching-learning methods, including experiential and participative learning, will be implemented from the start of the academic year 2019-20. Regular reviews will be conducted, and improvements will be made as necessary.

5. Starting of Certificate Courses

The introduction of value skill-based courses will be explored. The Board of Studies, in each department, will diligently schedule meetings to discuss and finalize the approval and execution of certificate courses. The mode of delivery will adhere to prescribed guidelines. To ensure maximum student participation, an efficient enrollment process will be established through a Google Form, and the first session of certificate courses set to commence on 10/06/2019




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6. Organize FDPs, monthly seminars, guest lectures, and workshops featuring renowned academicians and industry experts.

FDP enhancing Communication and Collaboration among Faculty and Staff is scheduled from 03/06/2019. All faculty members are required to participate in the FDP to enhance the overall quality of education. And for students, monthly seminars, guest lectures, and workshops featuring renowned academicians and industry experts will be organized

7. . Promote extension activities at the department level.

Promotion of extension activities at the department level will be actively pursued, encouraging students to engage in community service and outreach programs.

8. Encourage innovations and promote club activities.

Innovations in teaching and learning will be encouraged, and support will be provided for various club activities within the academic community to foster a culture of creativity and collaboration.

The meeting adjourned with Vote of Thanks by Mohammed Labeeb M, Vice Principal.


IQAC COORDINATOR


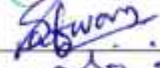




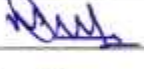
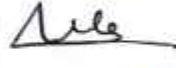




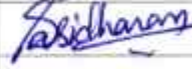

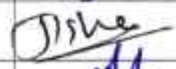




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KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

IQAC MEETING MINUTES 2019-20

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Reference No: KFASC/IQAC/ NOTICE/02/2019-20/2019

Date: 22-08-2019

Notice

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 23-08- 2019, at 11 am in the IQAC Hall.

Agenda

1. Welcome : Mohammed Safwan K P
2. Presidential Notes
3. Allocation of work to criteria coordinators.
4. Organization of separate orientation meetings for Criteria coordinators and members.
5. Formation of WhatsApp groups for effective communication and collaboration.
6. Review of course delivery of Certificate course in Departments
7. Align internal assessment with university norms.
8. Schedule internal exams for third and fifth Semester
9. Arrange for the induction courses for first years
10. Vote of Thanks: Mohammed Labeeb M

IQAC COORDINATOR



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

Reference No:KFASC/IQAC/ 02/MINUTES/2019-20/2019

Date:22-08 -2019

Meeting Minutes

Date: 23-08-2019

Time: 11:00 AM

Venue:IQAC Hall

Agendas & Resolutions

The meeting was presided over by the Principal, Mohammed Safwan. K. P welcomed and the following Agendas were discussed:

3. Allocation of work to criteria coordinators.

To ensure the equitable and efficient distribution of responsibilities for the NAAC File Documentation and uploading processes, the meeting has officially endorsed a comprehensive plan for work allocation among criteria coordinators. This strategic approach is designed to foster a smooth and coordinated effort, promoting fairness and enhancing overall efficiency in managing NAAC documentation tasks.

4. Organization of separate orientation meetings for Criteria coordinators and members.

Separate orientation meetings will be organized for criteria coordinators and members to provide detailed directions and guidelines for their roles.

5. Formation of WhatsApp groups for effective communication and collaboration.

WhatsApp groups will be formed for each criteria to facilitate effective communication, collaboration, and the sharing of relevant examples and information.




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6. Review of course delivery of Certificate course in Departments

The decision has been made to direct each department to conduct a review of the delivery of courses. This initiative aims to gather insights on the effectiveness and efficiency of course delivery methods.

7. Align internal assessment with university norms.

Review and ensure internal assessment practices meet university guidelines.

8. Schedule internal exams for third and fifth Semester.

Coordinate internal exam schedules in line with the academic calendar set by the Examination Committee. Timetable, Classroom Allocation and Duty Chart will be decided after an Examination Committee Meeting

9. Conduct Induction courses for first-year students

Plan and execute compelling induction courses customized for first-year students on the tentative date of 26/08/19. The Academic Committee has been assigned the responsibility to preplan three phased sessions for the event.

The meeting adjourned with Vote of Thanks by Mohammed Labeeb M, Vice Principal.


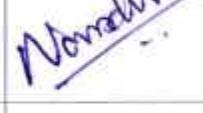
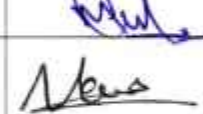

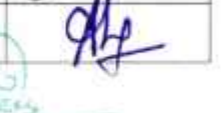


IQAC COORDINATOR




DR. M. ABDUL AZEEZ
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IQAC MEETING MINUTES 2019-20

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

Reference No:KFASC/IQAC/ NOTICE/03/2019-20/2019

Date:11-11-2019

Notice

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 12-11- 2019, at 11 am in the IQAC Hall.

Agenda

1. Welcome : Mohammed Safwan K P
2. Presidential Notes
3. Assess learning levels of students and design tailored programs for both advanced and slow learners.
4. Promote remedial coaching and encourage peer group teaching.
5. Conduct class-wise Parent-Teacher Association (PTA) meetings each semester.
6. Take steps for online access to the college library.
7. Vote of Thanks


IQAC COORDINATOR




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

Reference No:KFASC/IQAC/ 03/MINUTES/2019-20/2019

Date:11-11 -2019

Meeting Minutes

Date: 12-11-2019

Time: 11:00 AM

Venue:IQAC Hall

Agendas & Resolutions

The meeting was presided over by the Principal, Mohammed Safwan. K. P welcomed and the following Agendas were discussed:

1. Assess students' learning levels of students and tailor special programs for both advanced and slow learners.

Conduct evaluations to understand student needs and design targeted initiatives for advanced and slow learners.

2. Promote remedial coaching and encourage peer group teaching.

Support students with additional coaching and foster collaborative learning through peer group teaching.

3. Conduct class-wise Parent-Teacher Association (PTA) meetings each semester.

Facilitate regular PTA meetings for effective communication and collaboration between parents and teachers.

3. Enable online access to the college library.

Resolution: Implement measures for convenient online access to college library resources.




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The meeting adjourned with Vote of Thanks by Mohammed Labeeb M, Vice Principal.


IQAC COORDINATOR




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IQAC MEETING MINUTES 2019-20

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

Reference No:KFASC/IQAC/ NOTICE/04/2019-20/2019

Date:13-12-2019

Notice

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 15-12- 2019, at 11 am in the IQAC Hall.

Agenda

1. Welcome : Mohammed Safwan K P
2. Presidential Notes
3. Certificate Distribution of Odd Semester & beginning of Even Sem Certificate Courses
4. Organize Comprehensive Faculty Development Programs
5. Increase the number of classrooms with ICT capabilities.
6. Provide free Wi-Fi access to students.
7. Establish a flexible, technology-enabled learning environment to support remote learning and collaboration.
8. Vote of Thanks


IQAC COORDINATOR




Pr. M. ABDUL AZEEZ
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Reference No:KFASC/IQAC/ 04/MINUTES/2019-20/2019

Date:13-12 -2019

Meeting Minutes

Date: 15-12-2019

Time: 11:00 AM

Venue:IQAC Hall

Agendas & Resolutions

The meeting was presided over by the Principal, Mohammed Safwan. K. P welcomed and the following Agendas were discussed:

3.Certificate Distribution of Odd Semester & beginning of Even Sem Certificate Courses

Departments were directed to commence the distribution of certificates to students who have successfully completed odd semester Certificate courses. Additionally, it has been decided to authorize departments to initiate the offering of certificate courses for the even semester.

4. Organize Comprehensive Faculty Development Programs

To organize faculty development programs as a mentoring initiative for new faculty members, with a specific focus on ERP, language lab, and examination systems. Additionally, the program will include skill development workshops covering communication, critical thinking, and employability skills, also for the provision of effective delivery of relevant certificate courses. This approach aim to ensure a well-rounded and effective faculty development experience.

5. Increase classrooms with ICT capabilities.




Prof. M. ABDUL AZEEZ
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Expand ICT-equipped classrooms to enhance teaching methods.

6. Provide free Wi-Fi access to students

Ensure students have complimentary Wi-Fi for improved connectivity.

7. Establish a tech-friendly environment for remote learning.

Foster a technology-enabled learning atmosphere supporting remote education and collaboration.

The meeting adjourned with Vote of Thanks by Mohammed Labeeb M, Vice Principal.


IQAC COORDINATOR




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IQAC MEETING MINUTES 2019-20

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

Reference No:KFASC/IQAC/NOTICE/05/2019-20/2020

Date:02-01-2020

Notice

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 03-01-2020, at 11 am in the IQAC Hall.

Agenda

1. Welcome : Mohammed Safwan K P
2. Presidential Notes
3. Review outcomes and actions from the previous meeting.
4. Analyze students' feedback and introduce relevant initiatives.
5. Timely redressal of students' grievances, including exam-related issues and ragging cases.
6. Organize various gender Sensitization programs.
7. Emphasize the implementation of the performance appraisal system.
8. Facilitate student progression to higher education through a mentor system.
9. Vote of thanks.


IQAC COORDINATOR




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Reference No:KFASC/IQAC/ 05/MINUTES/2019-20/2020

Date: 02-01-2020

Meeting Minutes

Date: 03-01-2020

Time: 11:00 AM

Venue:IQAC Hall

Agendas & Resolutions

The meeting was presided over by the Principal, Mohammed Safwan. K. P welcomed and the following Agendas were discussed:

1. Review outcomes and actions from the previous meeting.

Reviewed the outcomes and actions stemming from the previous meeting, evaluated the progress and effectiveness of discussed initiatives. Necessary adjustments were mentioned for continuous improvement to maintain the success of implemented strategies.

2. Timely redressal of students' grievances, including exam-related issues and ragging cases.

It was resolved to institute an efficient mechanism of three- tier system for the prompt redressal of students' grievances, encompassing exam-related issues, cases of sexual harassment, and incidents of ragging. The implementation of a robust grievance redressal system aims to address various concerns raised by students and cultivate a secure and supportive environment.

3. Analyze students' feedback and introduce relevant initiatives.



M. Azeem
Dr. M. ABDUL AZEEM
PRINCIPAL
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PARAPPUR(P.O) - 676 503

It was decided to systematically analyze students' feedback and implement relevant initiatives based on the received input. This proactive approach aims to address identified concerns and improve the overall student experience.

4. Organize various gender sensitization program

WDC was instructed to implement programs to promote gender equality, fostering awareness and understanding among students and faculty.

5. Emphasize the implementation of the performance appraisal system.

Prioritize and reinforce the utilization of the performance appraisal system to ensure fair and effective evaluation of staff performance.

6. Facilitate student progression through a mentor system.

Implement a comprehensive mentor system to provide continuous counseling and support for students.

The meeting adjourned with Vote of Thanks by Mohammed Labeeb M, Vice Principal.


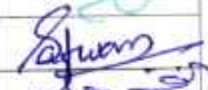





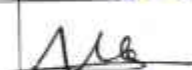
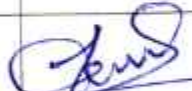








IQAC COORDINATOR




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



INTERNAL QUALITY ASSURANCE CELL
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

Reference No: KFASC/IQAC/ NOTICE/06/2019-20/2020

Date: 04-03-2020

Notice

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 05-03- 2020, at 3 pm in the IQAC Hall.

Agenda

1. Welcome : Mohammed Safwan K P
2. Presidential Notes
3. Stakeholder Feedback Collection and Presentation
4. Verification of Department Files and Documentation
5. Cultivate good practices among students and staff for improved organizational efficiency.
6. Vote of thanks.


IQAC COORDINATOR




M. ABDUL AZEEZ
PRINCIPAL
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
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Reference No:KFASC/IQAC/MINUTES/06/2019-20/2020

Date: 04-03-2020

Meeting Minutes

Date: 05-03-2020

Time: 03:00 PM

Venue: IQAC Hall

Agendas & Resolutions

The meeting was presided over by the Principal, Mohammed Safwan. K. P welcomed and the following Agendas were discussed:

3. Stakeholder Feedback Collection and Presentation

It was resolved to initiate the collection of feedback from stakeholders. Mohammed Haneefa K. T from the Administrative Department was entrusted as the coordinator for this task. The objective is to gain insights into areas of improvement based on the perspectives of students, faculty, staff, and parents. Department was assigned to coordinate the collection of feedback from students and parents and present the findings at the next IQAC meeting .

4. Verification of Departmental Files and Documentation

. It was decided to initiate a comprehensive verification of departmental files. This includes that of the Department Minutes Book, Biodata of Faculty Members, Year-wise Nominal Roll, Year-wise Time Table, Year-wise Duty Chart, Year-wise Question Papers, and ITLE Question Bank. The purpose is to ensure accuracy, completeness, and adherence to established protocols, thereby facilitating more effective record-keeping.




Dr. M. ABDUL AZEEZ
PRINCIPAL
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
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5. Cultivate good practices among students and staff to enhance organizational

It was informed that there needs to be a concerted effort to instill a culture of best practices among both students and staff. This involves continuous improvement strategies, collaborative problem-solving, and the integration of innovative technologies. The goal is to significantly enhance overall operational efficiency and contribute to the sustained growth of the institution. efficiency.

The meeting adjourned with Vote of Thanks by Mohammed Labeeb M, Vice Principal.


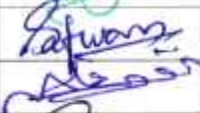

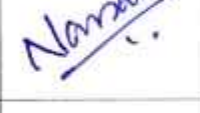

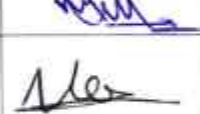
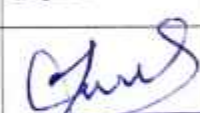


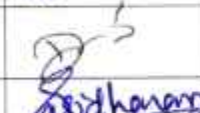






IQAC COORDINATOR




Dr. M. ABDUL AZIZ
PRINCIPAL
KAKKAL FARDOK ARTS & SCIENCE COLLEGE
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IQAC MEETING MINUTES 2019-20

MEETING ATTENDANCE

Sl. No	Position	Name of the Member	Designation	Signature
1.	Chairman	Prof. M. Abdul Azeez	Principal	
2.	Coordinator	Mohammed Safwan. N	IQAC Coordinator	
3.	Member	Mohammed Labeeb. M	Vice Principal	
4.	Member	Sreenath M	HOD, Department of English	
5.	Member	Nandini. P.C	HOD, Department of Commerce & Management	
6.	Member	Sampreeth T M	HOD, Department of Political Science	
7.	Member	Mubarak. N	HOD, Department of Physics	
8.	Member	Nafeesa. P.V	HOD, Department of Economics	
9.	Member	Aboobacker Kutty Naha	HOD, Department of Mathematics	
10.	Member	Samsheer. K	HOD, Department of Physical Education	
11.	Member	Beenamol N S	Coordinator, Department of Mathematics	
12.	Member	Rajeena. T.P	Librarian	
13.	Member	Sasidharan. K	Office Superintendent	
14.	Member	T. Moideen Kutty Alias Kunhu	Secretary	
17.	Member	P Usman Kutty	Industrialist, President FES	
16.	Member	Jishnuram	Student Representative	
17.	Member	Mohammed Adil.K	Staff Representative	




Prof. M. ABDUL AZEEZ
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