



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

IQAC MEETING MINUTES


2020-21

IQAC CONSTITUTION 2020-21

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	T.K. Faheema	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	Alumni Representative




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

Reference No:KFASC/IQAC/ NOTICE/01/2020-21/2020

Date:24-05 -2020

Notice

In response to the challenges posed by the ongoing COVID-19 pandemic, the IQAC is diligently working to ensure a smooth transition to online classes for uninterrupted educational delivery. We invite all IQAC members to attend a crucial online meeting on 25 May 2020 at 2:00 PM via Zoom. Your active participation is essential as we collectively address and devise effective strategies for the prompt initiation of online classes.

Agenda:

1. Welcome and Opening Remarks
2. Evaluate technological infrastructure and readiness for online classes:
3. Determine effective methods for online learning:
4. FDP sessions to equip faculty with online instruction skills:
5. Establish a timeline for phased online class
6. Allocate necessary technological resources for the successful conduct of online classes
7. Vote of Thanks


IQAC COORDINATOR




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

Reference No:KFASC/IQAC/ MINUTES/01/2020-21/20

Date:24-05 -2020

Meeting Minutes

Date: 25- 05-2020

Time: 2:00 PM

Platform: Zoom

Agendas & Resolutions

IQAC Coordinator, Mohammed Safwan K P addressed the meeting with a warm welcome, set the tone for positive and constructive discussions, and encouraged active participation. Principal, Prof. M. Abdul Azeez presided over the meeting. And the following agendas were discussed:

2.Evaluate technological infrastructure and readiness for online classes

Decided to assess our existing technological infrastructure, pinpoint strengths, and rectify weaknesses to improve the setup for successful online classes. This includes utilizing the Zoom platform for real-time communication and designating specific labs and selected classrooms as dedicated studios to ensure interactive online sessions.

3.. Determine effective methods for online learning

Discussed on the effective ways to teach online and about using a learning management system for better engagement and understanding.




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4. FDP sessions to equip faculty with online instruction skills from 01/06/2020

IQAC Coordinator presented the detailed program schedule of the faculty training sessions beginning from 01-06-2020 focusing on essential skills for effective online instruction.

5. Establish a realistic timeline for phased online class

Departments will be entrusted to develop a practical timeline for the gradual implementation of online classes, starting from June 1st.

6. Allocate Necessary Technological Resources for Successful Online Classes:

Acknowledging the essential role of online classes, continuous improvements will be implemented based on regular feedback. Students will have access to recorded class versions, and the ongoing online sessions through Zoom and LMS will be seamlessly facilitated with the issuance of student access codes.

Mohammed Labeeb.M, Vice Principal, concluded the meeting, expressing gratitude for members' participation and attention.


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Reference No:KFASC/IQAC/ NOTICE/02/2020-21/2020

Date:30-06 -2020

Notice

All IQAC members are requested to attend an online meeting on 01 July 2020 at 3:00 PM on Zoom Platform.

Agenda:

1. Welcome
2. Review of Previous Meeting's Minutes.
3. Student Feedback and Continuous Improvement in the Context of COVID-19.
4. Exploration of Future Strategies Amidst COVID-19.
5. VSBL in Light of COVID-19.
6. Assign duties and charges to members
7. Vote of thanks


IQAC COORDINATOR




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Reference No: KFASC/IQAC/ MINUTES /02/2020-21/2020

Date: 01-07 -2020

Minutes

Date: 01-07-2020

Time: 2:00 PM

Platform: Zoom

Agendas & Resolutions

The meeting commenced with a warm welcome from Mohammed Safwan K P, the IQAC Coordinator, who set a positive and constructive tone for the discussions. He actively encouraged participation from all attendees. The meeting was presided over by Principal Prof. M. Abdul Azeez. The following agendas were deliberated upon:

2. Review of Previous Meeting's Minutes:

The minutes from the last advisory committee meeting held on 3rd December 2019 were thoroughly reviewed.

3. Online Student Feedback and Continuous Improvement in the Context of COVID-19:

A comprehensive discussion ensued regarding the collection of the latest student feedback data pertaining to online class initiatives, taking into account the unique challenges posed by the pandemic. It was proposed to utilize Google Forms for feedback. Creative strategies were explored to enhance program quality and effectiveness despite the constraints.

4. Exploration of Future Strategies Amidst COVID-19:

A brainstorming session took place to deliberate on strategies for sustaining and innovating Value and Skill-based learning efforts during and post the pandemic. The emphasis was on the importance of adaptability and flexibility in educational approaches. Planning for the current year amidst the ongoing pandemic situation was highlighted, involving the Advisory Committee and the Board of Studies & Curriculum Review Committee.




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5. VSBL in Light of COVID-19:

The Board of Studies and Curriculum Review Committee were to discuss on tailoring Value & Skill-Based Courses to address the unique challenges presented by COVID-19. The aim is to ease mental and psychological stress while fostering feelings of togetherness and unity. The adaptation of the VSBL initiative to remote and online learning environments was also thoroughly examined.


6. Assign duties and charges to members

It was unanimously resolved to assign specific duties and responsibilities to each member. This strategic decision aims to foster a more organized and effective functioning of the various activities. Beenamol N.S. is entrusted with overseeing the delivery of value and skill-based courses, while Suhail K.P. is designated to coordinate events.

Mohammed Labeeb.M, Vice Principal, concluded the meeting, expressing gratitude for members' participation and attention.


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Reference No:KFASC/IQAC/ NOTICE/03/2020-21/2020

Date:22-09 -2020

Notice

All IQAC members are requested to attend meeting on 23 September 2020 at 3:00 PM in Seminar Hall.

Agenda:

1. Welcome
2. Review of Previous Meeting's Minutes.
3. Attendance and participation details of students in Online Class
4. Formation of Department level project Committee
5. CMV Camp Duties
6. Online Internal Examination
7. Evaluation of subject wise performance of final year students
8. Vote of thanks


IQAC COORDINATOR




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Reference No: KFASC/IQAC/ MINUTES /03/2020-21/2020

Date: 23-09-2020

Minutes

Date: 23-09-2020

Time: 3:00 PM

Venue: Seminar Hall

Agendas & Resolutions

The meeting commenced with a warm welcome from Mohammed Safwan K P, the IQAC Coordinator, who set a positive and constructive tone for the discussions. He actively encouraged participation from all attendees. The meeting was presided over by Principal Prof. M. Abdul Azeez. The following agendas were deliberated upon:

2. Review of Previous Meeting's Minutes:

The minutes from the last online IQAC meeting held on 01 July 2020 were thoroughly reviewed.

3. Attendance and Participation Details of Students in Online Class:

The directive is to meticulously record and monitor both the attendance and daily participation of students during online classes. Regular updates are mandated to foster and incentivize maximum student engagement.

Formation of Department Level Project Committee:

A resolution has been made to institute a department-level project committee, comprised of members possessing diverse expertise. This committee is intended to facilitate efficient coordination and ensure the successful execution of various departmental projects.

CMV Camp Duties:

Faculty members are instructed to actively participate in the CMV Camp organized by the University of Calicut. It is imperative that each faculty member ensures their involvement.



M. Abdul Azeez
Prof. M. ABDUL AZEEZ
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Online Internal Examinations

The decision has been made to administer online internal examinations in an objective type format during the first week of October 2020. The Learning Management System (LMS) platform Edmodo will be utilized for the seamless facilitation of these assessments.

Evaluation of Subject-wise Performance of Final Year Students:

A resolution has been passed to conduct a comprehensive evaluation of the subject-wise performance of final year students. The primary focus is on identifying areas for improvement and implementing necessary supportive measures to enhance the overall academic outcomes.

Mohammed Labeeb.M, Vice Principal, concluded the meeting, expressing gratitude for members' participation and attention.


IQAC COORDINATOR




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IQAC MEETING MINUTES 2020-21

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Reference No:KFASC/IQAC/ NOTICE/04/2020-21/2020

Date:26-11 -2020

Notice


All IQAC members are requested to attend meeting on 27 November 2020 at 3:00 PM in Seminar Hall.

Agenda:

1. Welcome
2. Review of Previous Meeting's Minutes.
3. Online Student Induction Programme for First Year UG
4. EXL in Light of COVID-19:
5. Enrollment of students to different clubs via google form
6. University Examination Duties
7. Open Course Verification
8. Vote of thanks


IQAC COORDINATOR




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

Reference No: KFASC/IQAC/ MINUTES /04/2020-21/2020

Date: 27-11-2020

Minutes

Date: 27-11-2020

Time: 3:00 PM

Venue: Seminar Hall

Agendas & Resolutions

The meeting commenced with a warm welcome from Mohammed Safwan K P, the IQAC Coordinator, who set a positive and constructive tone for the discussions. He actively encouraged participation from all attendees. The meeting was presided over by Principal Prof. M. Abdul Azeez. The following agendas were deliberated upon:

2. Review of Previous Meeting's Minutes:

The minutes from the last online IQAC meeting held on 23 September 2020 were thoroughly reviewed.

3. Online Student Induction Programme for First Year UG:

Acknowledge the successful implementation of the online induction program. Student induction programme will begin on 29th November including Sessions on Health, Fitness and Wellness and Creative Arts. Academic Committee is assigned to overview the timetable and schedule of the program.

4. EXL in Light of COVID-19:

It is resolved that a comprehensive review and adaptation of the Experiential Learning (EXL) program will be undertaken in consideration of the challenges posed by COVID-19, with necessary adjustments made to ensure safety and continuity.

5. Enrollment of Students to Different Clubs via Google Form:

Recognize the successful enrollment of students in various clubs through the Google Form, with a commitment to enhancing future participation.




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6. University Examination Duties:

It was assigned to Examination Committee to give Special instructions for faculties assigned for invigilation duties of University exam regarding the precaution measures and conduct of exams.

8. Open Course Verification:

Final Verification of the students enrolled to open course have to be done within 29/11/2024..

Mohammed Labeeb.M, Vice Principal, concluded the meeting, expressing gratitude for members' participation and attention.


IQAC COORDINATOR




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IQAC MEETING MINUTES 2020-21

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

Reference No:KFASC/IQAC/NOTICE/05/2020-21/2021

Date:02-01-2021

Notice

All IQAC members are requested to attend meeting on 04 January 2021 at 3:00 PM in Seminar Hall.

Agenda:

1. Welcome
2. Review of Previous Meeting's Minutes.
3. Implementation of Hybrid Learning Approach
4. Monitoring Compliance to Annual Departmental Plans
5. Department NAAC File Progression
6. Conducting End Semester Audit
7. Vote of thanks


IQAC COORDINATOR




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Reference No:KFASC/IQAC/ MINUTES /05/2020-21/2021

Date: 04-01-2021

Minutes

Date: 04-01-2021

Time: 3:00 PM

Venue: Seminar Hall

Agendas & Resolutions

The meeting commenced with a warm welcome from Mohammed Safwan K P, the IQAC Coordinator, who set a positive and constructive tone for the discussions. He actively encouraged participation from all attendees. The meeting was presided over by Principal Prof. M. Abdul Azeez. The following agendas were deliberated upon:

2. Review of Previous Meeting's Minutes:

The minutes from the last online IQAC meeting held on 27 November 2021 were thoroughly reviewed.

3. Implementation of Hybrid Learning Approach

Resolved to implement a hybrid learning approach by transitioning online classes to offline mode for three days a week, starting from 11/03/2021. This decision is made in response to the easing of Covid restrictions, aiming to provide a well-rounded educational experience for our students. The shift will facilitate interactive learning opportunities, cater to diverse learning styles, and promote student engagement

4: Monitoring Compliance to Annual Departmental Plans

Resolved, to establish a systematic monitoring mechanism to track the progress of compliance to the annual plans of each department. This includes regular review meetings, feedback sessions, and collaborative efforts to address any challenges encountered. The aim is to ensure alignment with institutional goals, enhance accountability, and facilitate continuous improvement across all departments.




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5: Departmental NAAC File Progression

Resolved to streamline the progression of departmental NAAC files by implementing a structured workflow and timeline. This involves assigning clear responsibilities, establishing deadlines for document submission, and providing necessary support and guidance to departmental coordinators. The objective is to expedite the NAAC accreditation process, maintain documentation accuracy, and enhance overall efficiency.

6: Conducting End Semester Audit

Resolved to conduct end semester audit to evaluate the academic and administrative processes, identify areas of improvement, and ensure compliance with regulatory standards. The audit will encompass curriculum delivery, assessment practices, infrastructure readiness, and student support services. Recommendations arising from the audit will be implemented promptly to enhance the quality and effectiveness of our academic programs.

7. Confirmation of Next Meeting Date:

Determined the date for the next IQAC meeting in the month of January 2021, 04/01/2021. Chairperson concludes the meeting, expressing gratitude for members' dedication and contributions.


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Reference No:KFASC/IQAC/ NOTICE/06/2020-21/2021

Date:01-03-2021

Notice

All IQAC members are requested to attend meeting on 03 March 2021 at 3:00 PM in Seminar Hall.

Agenda:

1. Welcome
2. Review of Previous Meeting's Minutes.
3. Implementation of Hybrid Learning Approach
4. Monitoring Compliance to Annual Departmental Plans
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7. Vote of thanks


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Reference No:KFASC/IQAC/ MINUTES /06/2020-21/2021

Date: 03-03-2021

Minutes

Date: 03-03-2021

Time: 3:00 PM

Venue: Seminar Hall

Agendas & Resolutions

The meeting commenced with a warm welcome from T.K Faheema, the IQAC Coordinator, who set a positive and constructive tone for the discussions. He actively encouraged participation from all attendees. The meeting was presided over by Principal Prof. M. Abdul Azeez. The following agendas were deliberated upon:

2. Review of Previous Meeting's Minutes:

The minutes from the last online IQAC meeting held on 03 March 2021 were thoroughly reviewed.

3. Stakeholder Feedback Collection and Presentation

Resolved, to commence the collection of feedback from stakeholders, with Suhail. K.P appointed as the coordinator for this task. The objective is to gather insights for improvement from students, faculty, staff, and parents. Departments are tasked with coordinating feedback collection from students and parents, with the mandate to present findings at the next IQAC meeting

4. Verification of Departmental Files and Documentation

Resolved, to embark on a meticulous examination of departmental records, encompassing online class lesson plans, remedial sessions, and supplementary learning materials. The objective is to guarantee precision, thoroughness, and adherence to established standards, thereby optimizing the efficiency of record-keeping procedures.

5. End-of-Year Action Plan Assessment and Pending Actions Listing

Resolved, to conduct a comprehensive review and presentation of the Action Taken Report on March 29, 2021, outlining the progress made on the action plan formulated




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at the beginning of the year. Furthermore, it is resolved to identify and list pending actions that require attention in the subsequent year.

Mohammed Labeeb.M, Vice Principal, concluded the meeting, expressing gratitude for members' participation and attention.



IQAC COORDINATOR



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