



# **KOTTAKKAL FAROOK** **ARTS & SCIENCE COLLEGE**

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

## **Grievance Redressal**

**FORMATION OF  
GRIEVANCE REDRESSAL  
MEETING MINUTES OF COLLEGE COUNCIL**

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
KFASC/CC/NOTICE/2017-18/2017/01.

NOTICE

01-06-2017

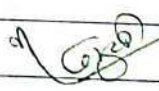
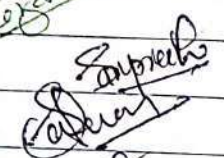
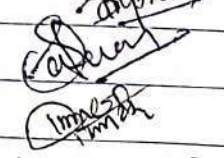



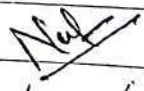
Subject : College Council meeting

All College Council members are requested to attend a meeting on 02-06-2017 at 11 AM in college Seminar hall.

Agenda :

1. Welcome
2. Approval of Previous Meeting minutes and action taken Report-
3. Discussion on Semester action plan as envisaged in the college academic calendar.
4. Nomination Establishment of Grievance Redressal Committee
5. Assignment of workload and time table Preparation.
6. Any other matters approved by the chair.
7. Vote of thanks

Members

1. Chairman : Prof. M. Abdul Aziz (Principal) 
- Secretary : Sampreeth T.M (HOD, Political Science) 
- Members : Mohammed Satevan (IQAC Coordinator) 
- : Mujeeb T.P (Elected Member)
- : Dr. Abdurahiman P.A (HOD, Commerce & Management) 
- : Greenath M (HOD, English) 
- : Nafeesa V.P (HOD, Economics)
- : Aboubacker kully Naha (HOD, Mathematics) 
- : Mubrook N (HOD, Physics) 





KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
KFASC/CC/MINUTES/2017-18/2017/01.

College Council Meeting.

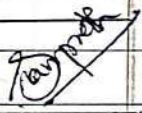
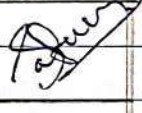


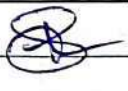
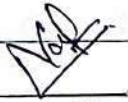

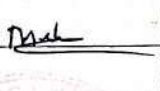
Meeting Minutes

Date : 02-06-2017

Time : 11 AM

Venue : College IQAC Hall.

The following Committee members were present  
in the meeting.

Sl.No	Name	Position	Designation	Signature
1.	Prof. M. Abdul Azeek	Chairman	Principal.	
2	Sampreeth. T.M	Secretary Member	HOD, Department- of Political Science.	
3	Mohammed Sulwan	Member	IQAC Coordinator.	
4	Mujeeb-T.P	Member	Assistant Professor Commerce department	
5	Dr. Abdurahiman DA	Member	HOD, Department of Commerce & Management	
6	Greenath. M	Member	Department of English	
7	Nafeesa. P	Member	Department of Economics	
8	Abobacker Kully Alaha	Member	Department of Mathematics.	
9	Mubarak. N	Member	HOD, Department of Physics.	





Resolutions:

The meeting was presided over by principal, Prof. M. Akbar Azeem, Mr. Muhammed Sampreeth.T.M welcomed and the following agendas were discussed.

Agenda 2:

Approval of Previous meeting minutes and action taken report.

Resolution:

The College Council Secretary Mr. Sampreeth.T.M read the previous meeting minutes and approved the same.

Agenda 3:

Discussion on Semester action plan as envisaged in the College academic Calendar

Resolution:


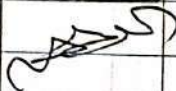
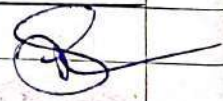
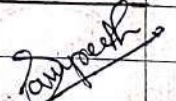
Resolved to sync the academic activities with the timeline given in the College Calendar and strictly abide the time frame.

Agenda 4:

Establishment of Grievance Redressal Committee

Resolution:

As per the Resolved to form Student Grievance Redressal Cell as per UGC and University of Calicut direct Members nominated:

SL. NO	Position	Name of the faculty	Designation	Signature
1	Chairman	Dr. Abdurahman.P.A	HOD, Department of Commerce	
2	Convener	Muhammed labeab	Vice Principal	
3	Member	Sreenath.M	HOD, Department of English	
4	Member	Sampreeth.T.M	HOD, Department of Political Science	





Sl. No	Position	Name of the faculty	Designation	Signature
5	Member	Aslam kooriyadan	Student-Representative College Union	<del>X</del>

This Committee is tasked with addressing all students Grievances.

Agenda 5:

Assignment of workload and time table preparation.

Resolution:

It was resolved to assign workload on the basis of second and third year classes since 1st year admissions are yet to come.

Agenda :6

Any other matters approved by the chair.

Resolution:

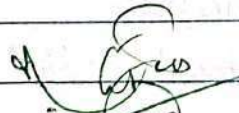
1. Decided to conduct college level Result analysis of final year students and necessary steps are taken for improvement.

Agenda :7

Vote of thanks.

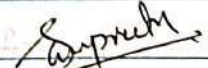
Resolution:

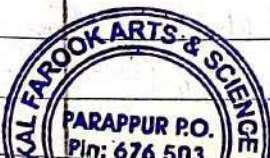
The meeting ended with a vote of thanks by Mr. Mohammed Safwan, IQAe Coordinator.

  
Chairman

Prof. M. ABDUL AZEEZ  
PRINCIPAL

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

  
Sampath. T.M  
Secretary,  
College Council.





KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
KFASC/CC/NOTICE/2018-19/2018/01

03-06-2018

NOTICE

All the members of College Council are directed to attend a meeting on 05-06-2018 at 11.00 AM in College Seminar Hall.

Meeting Agenda

1. Welcome.
2. Introduction of new members.
3. Approval of previous meeting minutes and Action taken report.
4. Introduction of Certificate Courses.
5. Reconstitution of Grievance Redressal Committee.
6. Nomination of new members to various Statutory Bodies.
7. Discussion on Semester Action plans as envisaged in College academic Calendar.
8. Assignment of workload and Time table preparation.
9. Any other matter approved by the chair.
10. Vote of thanks.

Members

1. Prof. M. Abdul Azeez (Principal)
2. Sampreeth T.M (HOD, Political Science)
3. Mohammed Sulevan (TPAC Coordinator)
4. Nandini P.C (HOD, Commerce & Management)
5. Sreenath M (HOD, English)
6. Nalasa V.P (HOD, Economics)
7. Aboobacker Kutty Naha (HOD, Mathematics)
8. Mubarak N (HOD, Physics)



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## KOTTAICKAL FAROOK ARTS AND SCIENCE COLLEGE

KFASC/CC/MINUTES/2018-19/2018/01

College Council MeetingMinutes

Date : 05-06-2018

Time : 11.00 AM

Venue : College Seminar Hall.

Members Present:

Chairman : Prof. M. Abdul Azeez (Principal)

Secretary : Sampreeth T.M (HOD, Department of Political Science)

Members : Mohammed Saifan (IQAC Coordinator)

: Nandini P.C (HOD, Department of Commerce and Management)

: Sreenath M. (HOD, English Department)

: Nafeesa V.P (HOD, Department of Economics)

: Aboobacker Kully Maha (HOD, Department of Mathematics)

: Mubarak N (HOD, Department of physics)

Agenda & Resolutions:Agenda 1: WelcomeResolution: The Principal Prof. M. Abdul Azeez, welcomed all the members to the Meeting.Agenda 2: Introduction of New members.Resolution:

The Chairman introduced Mrs. Nandini P.C the new head department of commerce and Management to the College





Agenda 3: Approval of Previous Meeting minutes & Action taken Report  
Resolution:

The minutes of the previous meeting were reviewed and approved by the Council.

Agenda 4: Introduction of Certificate Courses.

Resolution:

A discussion was held on the Introduction of new Certificate Courses. members provided their changes suggestions and agreed to implement the Courses in the upcoming Academic Session. The IQAC is assigned to prepare a list of Certificate Courses that can introduce in 2018-19 Academic year.

Agenda 5: Reconstitution of Grievance Redressal Committee.

Resolution:

The Council deliberated on reconstituting the Grievance Redressal Committee. The following members were nominated and approved.

Chairperson:

Chairperson: Nandini P.C (HOD, Department of - ~~Nonline~~ Commerce & Management)

Convenor: Mohammed Iqbal (Vice principal)

members: Mubarak N. (Staff Secretary)

: Mohammed Haneefa K.T (Administrator)

: Sreenath M (HOD, English)

: Sampath T.M (HOD, Political Science)

: Sajad (Elected Student Representative, College Union)

Agenda: 6 Nomination of new members to various Statutory bodies.

Resolution:

The following members were nominated to various Statutory bodies such as Internal Complaints Committee (ICC), Anti-Ragging Committee, SC/ST or equal opportunity Cell, ORC/Minority etc and their nominations were unanimously approved.





• Internal Complaints Committee (ICC) Against Sexual Harassment.

Presiding officer: Mrs. Beenamol NS (Asst. Professor, Department of Mathematics)

Convenor: Raihanath Lakshmi (Asst. Professor, Commerce and Management)

Members: Reetha. P (Asst. Professor, Physics)

: Naveel. V.K (Asst. Professor, English)

: Sreenija. M (Asst. Professor, Commerce and Management)

: Mohammed Haneefa (Office Assistant)

: Basheer Master (ward Member, Parappur Panchayath)

: Shifla Sanam (Student Representative)

: Binshina. K (Student Representative)

: Rincy. P (Student Representative)

• Anti-Ragging Committee.

Chairman: Prof. M. Abdul Azeez (Principal)

Convenor: Mohammed Labeed (Vice principal)

Members: Sreenath. M (HOD, English)

: Nafeesa. V.P (HOD, Economics)

: Sampreeth. T.M (HOD, Political Science)

: Abubacker Kully Naha (HOD, Mathematics)

: Mubarak. N.C (HOD, Physics)

: Nandini. P.C (HOD, Commerce & Management)

: Shamsheer. K (HOD, Physical Education)

• Sc/ST and Equal Opportunity Cell

Chairman: Prof. M. Abdul Azeez (Principal)

Convenor: Nimisha. N (Asst. Professor, Commerce & Management)

Members: Sonish. O.C (Asst. Professor, English)





Member: Beenamol N.S (Asst. Professor, Mathematics)

: Mujeeb. T.P (Asst. Professor, Commerce and

Management)

Beenamol

Mujeeb

• OBC/Minority Cell.

Chairman: Prof. M. Abdul Azeez (Principal)

Members: T.K. Faheema (Asst. Professor, English)

: Sumayya. E (Asst. Professor, Commerce and Management)

: Rajitha. A.P (Asst. Professor, English)

: Jilani Niyas (3rd yr. BSc. Mathematics, Student Representative)

: Manjima. K.P (2nd year BA English Student-Representative)

Prof. M. Abdul Azeez

T.K. Faheema

Rajitha

Manjima

Agenda 7: Discussion on Semester action plans as envisaged in college academic calendar.

Resolution:

The Council discussed and finalized the Semester action plans as outlined in the college academic calendar.

Agenda 8: Assignment of workload and Time table preparations

Resolution:

Workload distribution and time table preparations were discussed. Responsibilities were assigned to Academic Committee and respective departments for the smooth functioning of the Academic schedule.

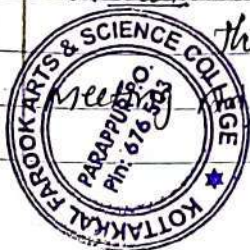
Agenda 9: Any other matters Approved by the Chair.

Resolution: No additional matters were raised for discussion.

Agenda 10: Vote of thanks.

Resolution:

The meeting concluded with vote of thanks by the principal. adjourned at 1.00 PM.



Prof. M. ABDUL AZEEZ  
PRINCIPAL  
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE  
PARAPPUR  
Chairman



## KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

KFASC/CC/NOTICE/2019-20/2019/02.

## College Council Meeting

19-08-2019.

NOTICE

All the members of College Council are directed to attend a meeting on 20-08-2019 at 11.00AM in College Seminar hall.

Meeting Agenda

1. Welcome
2. Approval of previous meeting minutes and action taken report
3. Discussion on conduct of department level PTA Meetings.
4. Discussion on conduct of Extension activities and Experiential Learning projects in Onam Vacations.
5. Reconstitution of Grievance Redressal Committee.
6. Any other matters approved by the chair
7. Vote of thanks.

Members

Chairman : Prof. M. Abdul Azeez (Principal)

Secretary : Sampreeth T.M (HOD, Political Science)

Members : Mohammed Safwan (IQC Coordinator)

: Mohammed Labeed (Vice principal)

: Abubacker Kutty Naha (HOD, Mathematics)

: Nandini P.C (HOD, Commerce &amp; Management)

: Sreenath M (HOD, English)

: Nafeesa N.P (HOD, Economics)

: Mubarak N (HOD, Physics)

: Beethamel N.S (Elected Member)

: Shamsheer K (HOD, Physical Education)

: Sasiathan K (Senior Superintendent)

: Rajeeva T.P (Librarian)





## KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

KFASC/CC/MINUTES/2019-20/2019/02


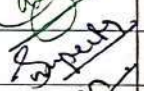
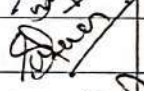


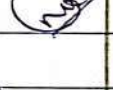
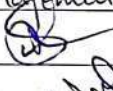


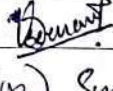
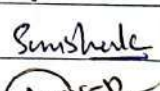

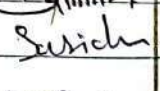
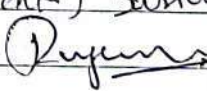
College Council MeetingMinutes

Date: 20-08-2019

Time: 11.00 AM

Venue: College Seminar Hall

Members present:

Chairman: Prof. M. Abdul Azeem (Principal)	
Secretary: Sampreeth T.M (HOD, Political Science)	
Members: Mohammed Satwan (IQAC Coordinator)	
: Muhammed Cabeeb (Vice principal)	
: Abuobacker Kutty Naha (HOD, Mathematics)	
: Nandini P.C (HOD, Commerce & Management)	
: Sreenath M (HOD, English)	
: Nafesa V.P (HOD, Economics)	
: Mubarak N (HOD, Physics)	
: Beenamol N.S (Elected Member)	
: Samsheer K (HOD, Physical Education)	
: Mufeeb T.P (Elected Member)	
: Sasidharan K (Senior Superintendent)	
: Rajeeva T.P (Librarian)	

Agendas & Resolutions

Agenda 1: Welcome

Resolution:

The meeting commenced with a welcome note by the  
Prof. M. Abdul Azeem





Agenda 2: Approval of previous meeting minutes.

Resolution:

The minutes of the previous meeting were read and approved by the Council.

Agenda 3: Discussion on conduct of Department level PTA Meeting.

Resolution:

It was decided to conduct the internal examination for odd semester classes from 15-10-2019 to 17-10-2019 and PTA meeting will be on 29-10-2019. The departments were directed to complete the paper valuation before the date of PTA meeting.

Agenda 4: Discussion on Conduct of extension activities and experiential learning projects in onam vacation.

Resolution:

The Council suggested departments to conduct at least five extension activities and experiential learning projects during this academic year. Furthermore, topics for the experiential learning projects are to be provided during the onam vacation.

Agenda 5: Reconstitution of Grievance Redressal Committee.

Resolution:

The Council reviewed the activities of Grievance Redressal Committee and the following new Members were assigned to it.

Chairperson : Nardini. P.C (HOD, Commerce & Management)

Cumvenor : Mohammed (abeed (Vice principal)

Members : Beenamol. N.S (Staff Secretary)

: Sasidharan. K (Senior Superintendent)

: Greenath. M (HOD, English)

: Nafeesa. V.P (HOD, Economics)

: Sampreeti T.M (HOD, Political Science)

: Muhammed Shaheem (3rd year B.Com CA,  
Student Representative)

: Samshereer. K (HOD, Physical Education)





Agenda 6: Any other matters approved by the Chair.

Resolution:

Several decisions were taken.

1. It was decided to collect and document data for SAAC and NAAC accreditation.
2. To reduce the dropouts, the Council directed review the attendance departments to review the attendance every month and contact those students who are at risk.
3. Departments are directed to conduct a result analysis of the last results published and submit the same to Academic Committee.

Agenda 7: Vote of thanks.

Resolution:

The meeting concluded with a vote of thanks by the Secretary, Sampreeth.T.M.

The Meeting adjourned at 1.00pm.



*(Signature)*  
Chairman.

Prof. M. ABDEL REZEZ  
PRINCIPAL  
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE  
PARAPPUR, P.O. - 676 503



KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

KFASC/CC/NOTICE/2020-21/2020/01.

College Council Meeting

20-05-2020

NOTICE

All the College Council Members are directed to attend a meeting on 22-05-2020 at 10.30 AM through Zoom platform.

Meeting Agenda

1. Welcome
2. Approval of previous Meeting Minutes and Action taken Report.
3. Discussion on the Modalities related to the Conduct of online classes by 1st of June 2020
4. Assignment of workload and time table preparation.
5. Reconstitution of Grievance Redressal Committee
6. Nomination of new members to various Statutory Bodies
7. Any other matters approved by the Chair.
8. Vote of thanks.

Members:

Chairman: Prof. M. Abdul Arzeer (Principal)

Secretary: Sampreeth T.M. (HOD, Political Science)

Members: Mohammed (abeer) (Vice principal)

: Aboubacker Kully Naha (HOD, Mathematics)

: Nandini P.C (HOD, Commerce & Management)

: Sreenath M (HOD, English)

: Nafeesa V.P (HOD, Economics)

: Mubarak N (HOD, physics)

: Beena M. N S (Elected Member)





: Shamsheer.K (HOD, Physical Education)

Shamsheer

: Mufeeb.T.P (Elected Member)

Mufeeb.T.P

: Mohammed. Sulaiman (Coordinator, IQAC)

Mohammed. Sulaiman

: Sasidharan.K (Senior Superintendent)

Sasidharan

: Rajeeva.T.P (Librarian)

Rajeeva





## KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

KFASC/CC/ MINUTES/2020-21/2020/01

## College Council Meeting

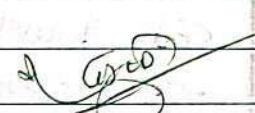
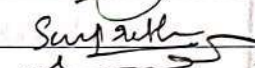

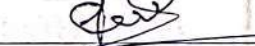




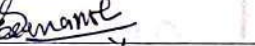
MINUTES

Date: 20-05-2020

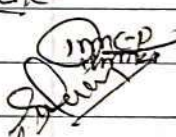
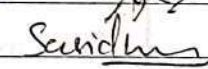
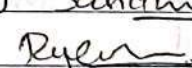
Time: 11.00 AM

Venue: Zoom platform.

Members present:

Chairman : Prof. M. Abdul Aziz (Principal) Secretary : Sampreeth.T.M (HOD, Political Science) Members : Mohammed Iqbal (Vice principal) : Abubacker Kully Naha (HOD, Mathematics) : Nandini.P.C (HOD, Commerce & Management) : Sreenath.M (HOD, English) : Nafeesa.V.P (HOD, Economics) : Mubarak.N (HOD, Physics) : Beenamol.N.S (Elected Member) : Samsheer.K (HOD, Physical Education) 

: Mujeeb.T.P (Elected Member)

: Mohammed Sulwan (IQAC Coordinator) : Sasidharan.K (Senior Superintendent) : Rajeeva.T.P (Librarian) Agendas & Resolutions:Agenda 1: WelcomeResolution:

The meeting was called to order by Prof. M. Abdul Aziz, who welcomed all the Council members.

Agenda 2: Approval of previous Meeting Minutes and Action taken Report





Resolution:

The minutes of the previous meeting held on 28-02-2020 were reviewed and approved.

Agenda 3: Discussion on the modalities related to the conduct of online classes.

Resolution:

The Council discuss various platforms for conducting online classes. It was unanimously decided to conduct online classes through the Zooms platform starting 1st June 2020. The Council will provide recorded video guidelines to students to ensure they can access and participate in online classes effectively.

Agenda 4: Assignment of workload and time table preparation

Resolution:

The workload for the upcoming term was discussed, and responsibilities were assigned to the respective departments. The Council suggested to prepare an online time table with at most 3 sessions per day.

Agenda 5: Re constitution of Grievance Redressal Committee.

Resolution:

The Council discussed the need to reconstitute the Grievance Redressal Committee. New Members were nominated, and the following structure was finalized.

Chairman: Nandini P.C (HOD, Commerce & Management)

Convener: Mohammed Abee (Vice Principal)

Members: Beena M. N. S. (Staff Secretary)

: Greenath. M (HOD, English)

: Nafesa. V. P. (HOD, Economics)

: Sasidharan. K (Senior Superintendent)




: Usman Kully Paravakkal (President, FES)

: Sampreet. T. M (HOD, Political Science)

: Samsher. K. (HOD, Physical Education)





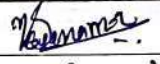
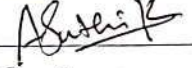
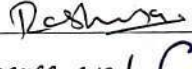
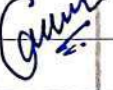
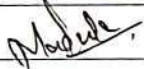
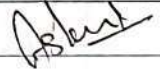

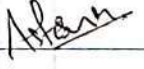
- : Fishnu Ram (Chairman, Student Union) 
- : Mufeeb T.P (Nominated Member) 
- : Ronjini V (Chairman, WDC) 

Agenda 6: Nominating new members to various statutory Bodies.

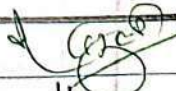

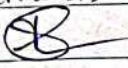
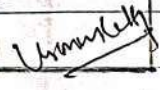
Resolution:

The Council reviewed the current composition of Statutory Bodies and identified areas needing new members. Nominations were made, and the following committees were approved.

1. Internal Complaints Committee (ICC) Against Sexual Harassment.

- Presiding officer: Beename. A.S (Asst Professor, Mathematics) 
- Convenor: Aswathi. K.T (Asst. Professor, Economics) 
- Members: Reshma. P (Asst. Professor, Physics) 
- : Raihanath Kakkottil (Asst. Professor, Commerce and Management) 
- : Madhu. K (Asst. Professor, English) 
- : Febina. P (Office Assistant)
- : Asname. K.K (2nd year Bcom Finance, Student Representative) 
- : Vijay. K.P (2nd Year BA English, Student Representative) 
- : Astana. P (3rd year Bsc. Mathematics, Student Representative) 

2. Anti-Ragging Committee.

- Chairman: Prof. M. Abdul Azeez (Principal) 
- Convenor: Mubarak. N (HOD, Physics) 
- Members: Nandini. P.C (HOD, Commerce & Management)
- : Greenath. M (HOD, English) 
- : Usman Kuthy Peravakkal (President, FES) 





Members: Fasma Abid (Ward Member, Parappur panchayath) *Fasma*  
 : Mohammed Kaleek (SI of Police, Vengera) *Kaleek*  
 : Bushra (PTA Member) *Bushra*  
 : Abdul Nazeer. A.C (PTA member) *Nazeer*  
 : Fishnuram (Chairman, College Union) *Fishnuram*  
 : Shahada. K (1st Year Student Rep.) *Shahada*  
 : Ranjini. V (Chairperson, WDC.) *Ranjini*

### 3. SC/ST and Equal Opportunity Cell

Chairman: Prof. M. Abdul Azeer (Principal) *Azeer*  
 Liaison officer: Nimisha. N (Asst. Professor, Commerce and  
 management) *Nimisha*  
 Members: Ilyas. M. C (Asst. Professor, Arabic) *Ilyas*  
 : Mujeeb. T. P (Asst. Professor, Commerce and  
 management) *Mujeeb*  
 : Nisha. V. P (Asst. Professor, Mathematics) *Nisha*

### 4. OBC/Minority Cell

Chairman: Prof. M. Abdul Azeer (Principal) *Azeer*  
 Members: T. K. Fahmeema (Asst. Professor, English) *Fahmeema*  
 : Yasmin. K. K (Asst. Professor, English) *Yasmin*  
 : Anjali. K. G (Asst. Professor, Political Science) *Anjali*  
 : Asla. K. K (2nd year BA English,  
 Student Representative) *Asla*  
 : Sajna. K. K (3rd year Bsc. Mathematics  
 Students Representative) *Sajna*

Agenda 4: Any other matters approved by the chair

Resolution:



No additional matters were brought up for discussion



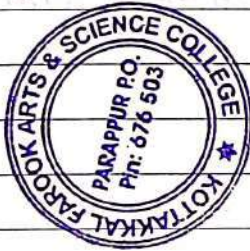
Agenda 8: Vote of thanks.

Resolution:

The meeting concluded with a vote of thanks by the chairman, Prof. M. Abdul Azeez, expressing gratitude to all members for their participation and contributions.

The meeting was adjourned at 12.00pm

  
Chairman.



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



# KOTTAIKKAL FARUQ ARTS AND SCIENCE COLLEGE

KFASC/CC/NOTICE/2021-22/2021/01

## College Council Meeting

28-05-2021


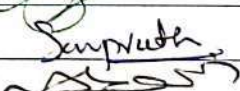




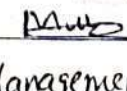
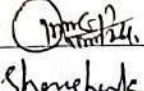
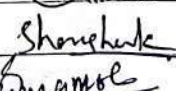
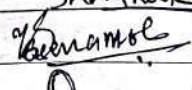
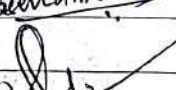
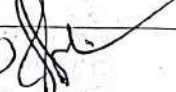
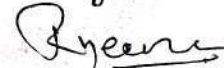
### NOTICE

All the Members of the College Council are directed to attend a meeting on 31-05-2021 at 11.00 AM through Microsoft Microsoft Teams.

### Meeting Agenda

1. welcome
2. Approval of Previous Meeting Minutes.
3. Introduction of new Members to the Council.
4. Re-constitution of Grievance Redressal Committee.
5. Nominating of new members to the various Statutory bodies
6. Starting of new Certificate courses
7. Time table preparation and workload distribution.
8. Preparation of Semester Action Plans.
9. Any other matters approved by the Chair
10. Vote of thanks.

### Members

- Chairman: Prof. M. Abdul Aziz (Principal) 
- Secretary: Sampath. T.M (HOD, Political Science) 
- Members:
- : Mohammed Cabeeb (Vice Principal) 
  - : Abubacker Kully Naha (HOD, Mathematics) 
  - : Sreenath. M (HOD, English) 
  - : Aswathi. K.T (HOD, Economics) 
  - : Mubarak. N (HOD, Physics) 
  - : Mujeeb. T.P (HOD, Commerce & Management) 
  - : Samsheer. K (HOD, Physical Education) 
  - : Beernamul. N.S (Elected Member) 
  - : T. R. Fathema (IQAC Coordinator) 
  - : Mohammed Hanifa (Officer Superintendent) 
  - : Rajeeva. T. P (Librarian) 





## KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

KFASC/CC/MINUTES/2021-22/2021/01.

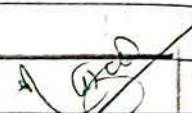
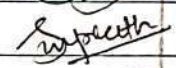






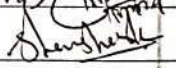
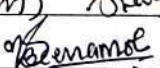

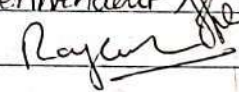
College Council MeetingMinutes.

Date: 31-05-2021

Time: 11.00 AM

Venue: Microsoft Teams.

Members present:

Chairman: Prof. M. Abdul Azeez (Principal) Secretary: Sampreeth T.M (HOD, Political Science) Members: Mohammed Cabeeb (Vice Principal) : T.K. Fabeema (IQAC Coordinator) : Aboodacker Kully Naha (HOD, Mathematics) : Sreenath M (HOD, English) : Abwathi K.T (HOD, Economics) : Mubarak N (HOD, Physics) : Mujeeb T.P (HOD, Commerce & Management) : Samsheer K (HOD, Physical Education) : Beenamul N.S (Elected Member) : Mohammed Haneefa (Office Superintendent) : Rejeena T.P (Librarian) Agenda & Resolutions:

Agenda 1: Welcome.

Resolution:

The meeting commenced with a welcome address by the Chairman, Prof. M. Abdul Azeez.

Agenda 2: Approval of Previous Meeting Minutes.

Resolution:

The minutes of the previous meeting were reviewed and





approved without any amendments.

Agenda 3: Introducing of new members to the Council.

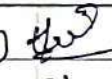
Resolution:

Mr. Mohammed Hanefa, Office Superintendent, was introduced as a new member to the Council.

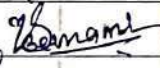
Agenda 4: Reconstitution of Grievance Redressal Committee.


Resolution:

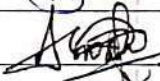
The Council discussed the reconstitution of the Grievance Redressal Committee. New members were nominated and approved.

Chairman: Abubacker Kutty Naha (HOD, Mathematics) 

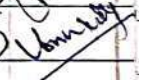
Convenor: Mohammed Labeeb (Vice principal) 

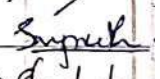
Members: Beenamul. A.S (Staff Secretary) 

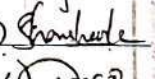
: Greenath. M (HOD, English) 

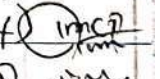
: Aswathi. K.T (HOD, Economics) 


: Mohammed Hanefa (Office Superintendent) 

: Usman Kutty Paravakkal (President, FES) 

: Sumpreeeth. T.M (HOD, Political Science) 

: Shamsheer. I.C (HOD, Physical Education) 

: Mujeeb. T.P (HOD, Commerce & Management) 

: Ranjini. V. (Chairperson, WDC) 

: Jabeera. P (2nd year BA English,


Student Representative) 

Agenda 5: Nominations of new Members to Various Statutory Bodies

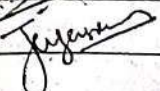
Resolution:

Nominations for new members to various Statutory bodies were proposed and finalized.

1. Internal Complaints Committee (ICC) Against Sexual Harassment

Presiding Officer: Beenamul. N.S (Asst. Professor, Mathematics) 

Convenor: Aswathi. K.T (HOD, Economics) 

Members: Jayasree. P (Asst. Professor, Physics) 





- Members :
- Raihanath Kakkathi (Asst. Professor, Commerce and Management) *Raihanath*
  - : Sula . P . K (Asst. Professor, English) *Sula*
  - : Febina P (Office Assistant) *Febina*
  - : Hana Sherin (2nd year BA English Student Representative) *Hana*
  - : Mohammed Shahin . P (2nd year BA Political Science Students Representative) *Shahin*
  - : Al Ameen . E (3rd year B.Com (A) Student Representative) *Ameen*

## 2. Anti-Ragging Committee :

- Chairman : Prof. M. Abdul Azeez (Principal) *Azeez*
- Convener : Mubraak . M (HOD, Physics) *Mubraak*
- Members :
- \* Mujeeb . T . P (HOD, Commerce & Management) *Mujeeb*
  - : Greenath . M (HOD, English) *Greenath*
  - : Usman Kully Paravakkal (President, FES) *Usman*
  - : Fasma Abid (Ward Member, Parappur Panchayath) *Fasma*
  - : Mohammed Rafeek (SI of Police, Vengara) *Rafeek*
  - : Jayadhevan (PTA Member) *Jayadhevan*
  - : Anil Kumar . M . K (PTA Member) *Anil*
  - : Ramshida . TT (2nd year BA Political Science) *Ramshida*
  - : Vishnu . P (3rd year B.Com Finance) *Vishnu*
  - : Ranjini V (WDC Coordinator) *Ranjini*

## 3. SC/ST and Equal Opportunity Cell

- Chairman : Prof. M. Abdul Azeez (Principal) *Azeez*
- Liaison Officer : Nimisha . N (Asst. Professor, Commerce & Management) *Nimisha*
- Members :
- Aishwarya . K (Asst. Professor, Biology) *Aishwarya*
  - : Mujeeb . T . P (Asst. Professor, Commerce & Management) *Mujeeb*
  - : Nisha . V . P (Asst. Professor, Mathematics) *Nisha*





#### 4. OBC/Minority Cell.

Chairman: Prof. M. Abdul Azeez (Principal)

Members: T.K. Faheema (IQAC Coordinator)

: Anjali. K. (Asst. Professor, Political Science)

: Sarika. M (Asst. Professor, English)

: Saneekhya N (2nd year BA Economics,  
Student Representative)

: Jacharla. P.P (3rd year Bsc Mathematics  
Student Representative)

#### Agenda 6: Starting of new Certificate Courses.

##### Resolution:

Proposals for starting new Certificate Courses were presented by the IQAC and approved the same. The details and logistics for implementing were discussed.

#### Agenda 7: Time table preparation and workload distributing

##### Resolution:

The Council reviewed the current time table and discussed the distribution of workload among faculty members. Adjustments were proposed and agreed upon.

#### Agenda 7: Any other matters approved by the chair.

Resolution: No additional matters were raised for discussion.

#### Agenda 8: Vote of thanks.

##### Resolution:

The meeting concluded with a vote of thanks by the Secretary, Sampreeti. T.M.



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



KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE KOTTAKKAL.

KFASC /CC/2022/01.

Notice.

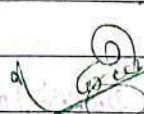
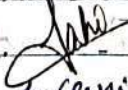
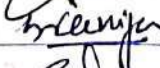
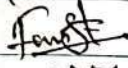
Subject : College Council Meeting.

All College Council members are requested to attend a meeting on 11.08.2022 at 11am. at Seminar Hall.

Agenda:

1. Welcome : T. K. Fabeema.
2. Presidential Notes : Prof. M. Abdul Azeez. (Principal).
3. Commencement of first Semester UG & PG classes.
4. Alumni Talk Series and Lecture Series.
5. V Sem Exam Registration.
6. Commencement of III Sem PG classes.
7. Reconstitution of Grievance Redressal Committee.
8. Nomination of new members in various Statutory Committees.
9. Any other matters approved by the Council.
10. Vote of Thanks.

Members.

- |                          |   |                            |   |
|--------------------------|---|----------------------------|---|
| 1. Prof. M. Abdul Azeez. |  | 12. Sreenath. M            |  |
| 2. Fabeema T.K.          |  | 13. Abheebaker Kuttj. Neha |  |
| 3. Sreenija. M           |  | 14. Mohamed. Fais.         |  |
| 4. Sateera. P.           |  | 15. Mohommud Labeeb.       |  |
| 5. Rajeeva. T. P.        |  |                            |   |
| 6. Sisini. K.            |  |                            |   |
| 7. Aswathi. K-T          |  |                            |   |
| 8. Sempreeh. T. M.       |  |                            |   |
| 9. Shamsheer. K.         |  |                            |   |
| 10. T. P. P.             |  |                            |   |
| 11. M. T. P.             |  |                            |   |





KFASC / cc / Minutes / 01 / 2022-23  
College Council Meeting (2022-23)

Minutes Summary - The meeting was called on 11/08/2022.  
Venue: Seminar Room.

Following members were present in the meeting.

Chairman Principal Prof. M. Abdul Azeez

1. Fabeema . T. K.
2. Sreenija . M.
3. Safoora . P.
4. Rajkena . T. P.
5. Sisini . K.
6. Aswathia . K. T.
7. Sampreeth . T. M.
8. Shamseer . K.
9. Suhail . K.
10. Aboobacker Kutty Naha.
11. Mujeeb . T. P.
12. Sreenath . M.
13. Mohammed Faris . T.
14. Mohammed habeeb . M.

*(Signatures of members)*

The meeting was presided over by Principal Abdul Azeez, T. K. Fabeema welcomed and the following agendas were discussed.

Agenda No: 3: Commencement of first semester UG & PG classes.

Resolution No: 3: It was decided to begin the first sem UG and PG classes as per the university prescribed date most probably, UG classes by 25/8/2022 and PG classes by 30/8/2022 prior to which timetable should be prepared. UG classes should begin with bridge/induction programme and have to prepare a rough draft of it.





Agenda No.4: Alumni Talk Series and Lecture Series.

Resolution: Each department was entrusted with the task of organizing an Alumni Talk Series and a Lecture Series each month.  
Also take out advised to take out every opportunity to bring the Alumni for a talk series organized by the Department monthly.

Agenda No.5 - V Sem Exam Registration.

Resolution: Students with adequate attendance and fulfilled all the internal assessment requirements can register for the exam.

Agenda No.6 - Commencement of III Sem PG classes.

Resolution - Provided directions regarding the commencement of III Sem PG Classes.  
- Advised to encourage students for Add-on-Courses like Coursera, Swayam.  
- Discussed on organizing a PTA meeting - the date of which would be announced later.  
- College received a format proposal to begin with radio telecast and College Council granted the approval and further discussions would be made on the telecast.  
- College Council resolved to sanction permission for the Onam celebration of the year.

Agenda No.7 - Reconstitution of Grievance Redressal Committee.

Resolution No.7 - The Council discussed the reconstitution of the Grievance Redressal Committee. New members were nominated and approved.





- Chairman : Sreenath. M. (HOD, Dept of English)
- Convenor : Mohammed Kabeeb (Vice Principal)
- Members : Beenamol. N.S. (Elected Member)
- : Aswathi. K.T. (HOD, Dept of Economics)
- : Mohammed Haneefa (Office Superintendent)
- : Usmankutty Paravakkal (President, FFS)
- : Sampreeth. T.M. (HOD, Political Science)
- : Shamsheer. K. (HOD, Physical Education)
- : Mujeeb. T.P. (HOD, Dept of Commerce & Management)
- : Sarika. M. (Elected member)
- : Prasanna. K.T. (Chairperson, WDL)
- : Krishnendu. C. (Student Representative)  
II year BBA

Agenda No. 8: Nomination of New members in various statutory committees.

Resolution : Nomination for new members to various statutory bodies were proposed and finalized.

1. INTERNAL COMPLAINTS COMMITTEE (ICC) Against Sexual Harassment.

- Presiding Officer : Beenamol. N.S. (Asst. Professor, Dept of Mathematics)
- Convenor : Aswathi. K.T. (Asst. Professor, Dept of Economics)
- Members : Jayasree. P. (Asst. Professor, Physics)
- : Raihanah. Kakkottil (Asst. Professor, Commerce & Management)
- : Safa. P.K. (Asst. Professor, English)
- : Febina. P. (Office Assistant)
- : Lubaba Jaami (Second year B.Sc. Maths Student Representative)
- : Ashiq Ali (Second year B.Com Finance Student Representative)
- : Rakheema. N. (Final year BBA Student Representative)



2.

3.

Handwritten signatures and initials on the right margin, including names like 'Sampreeth', 'Sarika', 'Prasanna', 'Krishnendu', 'Rakheema', and 'Ashiq'.



Anti - Ragging Committee.

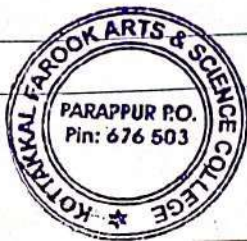
- Chairman : Prof. M. Abdul Azeez (Principal) ✓
- Convenor : Mohammed habeeb ✓
- Members :
- Mujeeb. T. P. (HOD, Commerce and Management) ✓
  - Sreenalk. M. (HOD, English) ✓
  - Usman kutty Paravakkal (President. FES) ✓
  - Fasna Abid (Ward Member, Parappur panchayat) ✓
  - Mohammed Rafiek (SI of Police, Vengorra) ✓
  - Jayadhevan (PTA Member) ✓
  - Abdul Khadar. K. K. (PTA Member) ✓
  - HAFSAH. P. (2<sup>nd</sup> year Botany) ✓
  - MUNAWAR (2<sup>nd</sup> year Mathematics) ✓
  - MUHSIN. M. (Final year B. Com. Finance) ✓
  - Prasanna. K. P. (WDC Coordinator) ✓

Sc/ST and equal Opportunity Cell.

- Chairman : Prof. M. Abdul Azeez (Principal) ✓
- Liaison officer : Nimisha. N. (Asst. Professor, Commerce & Management) ✓
- Members :
- Aiswarya. K. (Asst. Professor, Botany) ✓
  - Mujeeb. T. P. (Asst. Professor, Commerce and Management) ✓
  - Suhail. K. P. (Asst. Professor, Dept of Mathematics) ✓

OBC / Minority Cell.

- Chairman : Prof. M. Abdul Azeez (Principal) ✓
- Members :
- T. K. Fabeema (IGAC Coordinator) ✓
  - Anjali. K. G. (Asst. Professor, Political Science) ✓
  - Sarika. M. (Asst. Prof. Dept. of English) ✓
  - Raeesa Farisana (B.A. Economics) ✓
  - Haneena. (Final year B. Com. Finance) ✓





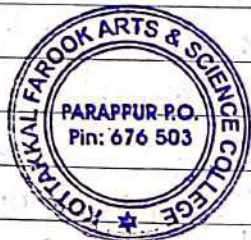
9. Agenda 9 : Any other matter approved by the Council.


Resolution : As there was no timely subject for discussion.

to, Vote of

10. Agenda 10 : Vote of Thanks.

Resolution : The meeting concluded with a Vote of Thanks by the Secretary Sampreeth. T.M.



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



## KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

KFASC/CC/01/2023-24/2024

16. June 2024.

NOTICE.

All College Council members are requested to attend a meeting on tomorrow (17/06/23) at 11am in the IQAC room.

Agenda:

1. Welcome
2. Approval of previous meeting minutes and action taken report.
3. Review of PTA meeting.
4. Portion Completion status and Discouragement of Carrying over semester.
5. NAAC File Completion (urgency of incorporating Dept File)
6. Bifurcation of the Commerce department.
7. Reconstitution of Grievance Redressal Committee.
8. Nomination of new members to various Statutory Committees.
9. Any other matters approved by the Chair.
10. Vote of Thanks.

Members:

1. Prof. M. Abdul Kees.
2. Mohammed (abeed) M
3. Sreenath. M.
4. Parvath Kalketti Parvath
5. Myseb. T.P
6. Ashathi. k.T Ashathi
7. Dr. Mustafa. k
8. Suhail. K
9. Sampreeth. T.M Sampreeth
10. Aboobaker Kully Naha. (Ab)
11. T.K. Fikema. Fikema

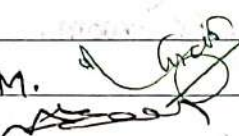
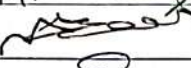

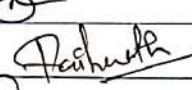
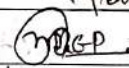
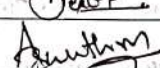
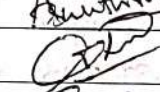

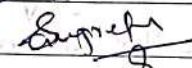
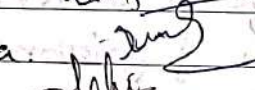
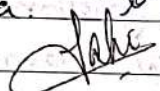




KFASC / cc / minutes / 01 / 23-24 / 24.

College Council meeting.  
Meeting Minutes

The following committee members were present in the meeting.

1. Prof. Abdul Azeez. M. 
2. Labeeb. M. 
3. Sreenalk. M. 
4. Raihanalk. Kakkottil. 
5. Mujeeb. T.P. 
6. Aswalki. M. 
7. Dr. Muskhafa. K. 
8. Suhail. K. 
9. Sampreelk. T.M. 
10. Aboobacker Kutty Naha. 
11. T.K. Faheena 

The meeting was presided over by the Principal Prof. M. Abdul Azeez, College Council Secretary Raihanalk welcomed all the members who were present in the meeting and following agendas were discussed.

Agenda No. 2: Approval of previous meeting minutes.

Resolution: The College Council Secretary read the previous meeting minutes and the committee approved the same.

Agenda No. 3: Review of PTA meeting.

Resolution: All the HODs of Departments, key discussions from Parent-Teacher-Association were shared.

Agenda No. 4: Portion Completion status and discouragement of carrying over Semesters





Resolution: The Committee decided to collect the portion completion status from all the departments. It was emphasized that carrying over semesters to the next period should be discouraged.

Agenda No. 5: NAAC Completion Status.

Resolution: It was decided to incorporate departmental NAAC file data by February 1<sup>st</sup> 2024 for SSR preparation. This deadline is critical for ensuring the departments compliance with accreditation standards.

Agenda No. 6: Announcement of Commerce and management department Bifurcation.

Resolution: An announcement was made regarding the bifurcation of Commerce department into special department for B.Com and BBA programs. Each program will be led by special heads to meet AICTE regulations and enhance functional efficiency.

Agenda No. 7: Reconstitution of Grievance Redressal Committee.

Resolution: The Council discussed the reconstitution of the Grievance Redressal Committee. New members were nominated and approved.

GRIEVANCE REDRESSAL COMMITTEE.

Serial No.	Name	Department	Nominated as	Phone Number
1.	Dr. Habeeb Rahman	Head, dept. of Commerce	Chairman	
2.	Mohammed Labeeb	Vice Principal	Member Convenor.	9745146365
3.	Mr. Sreenath. M.	HOD, Dept. of English	Member.	9745048244
4.	Sampreet. T.M.	HOD, Dept. of Political Science	Member.	8006340289
5.	Dr. Chithra	HOD, Dept. of History	Member.	9747651687
	Ms. Tasim Rabeek	Elected Student representative, College Union.	Member.	4034162734





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Agenda 8:- Nomination of New Members.  
Resolution: The following members were nominated.

ANTI-RAGGING CELL.

Chairperson : Prof. M. Abdul Azeez. (Principal)  
Convener : Mohammed Labeed (Vice Principal)  
Members : Sreenalish. M. (HOD, Dept. of English)  
: Dr. P. M. Habeeb Rahman (HOD, Dept. of Commerce)  
: Dr. Chithra (HOD, Dept. of Botany)  
: Sampreeth. T. M. (HOD, Dept. of Political Science)  
: Suhail. K. (HOD, Dept. of Physics)  
: Aswathi. K. T. (HOD, Dept. of Economics)  
: Samasheer. K. (Dept. Physical Education)

ANTI-RAGGING SQUAD

Convener : Sreenija (Dept. of Commerce)  
Members : Safoora (Dept. of Commerce)  
: Naufal. V. K. (Dept. of English)  
: Rahmathimol Kadambott. (Dept. of Economics)  
: Raihanalish Kabkottil (Dept. of Commerce)  
: Neelhu (Dept. of Management Studies)  
: Salu (Dept. of Physics)  
: Illyas. M. (Dept. of Language)  
: Abdul Wahid (Dept. of Mathematics)  
: Jaseela (Dept. of Political Science)

SC/ST and Equal Opportunity Cell.

Chairman : Prof. M. Abdul Azeez. (Principal)  
Liaison Officer : Nimisha. N (Asst. Professor Commerce & Management)  
Members : Aiswarya. K (Asst. Professor. Botany)  
: Mujeeb. T. P. (HOD, Commerce & Management)  
: Mohammed Shahid (Asst. Prof. Mathematics)





OBC/Minority Cell:

Chairman	: Prof. M. Abdul Azeez (Principal)
Members	: T. K. Fabeema. (IQAC Coordinator)
	: Anjali. K. G. (Asst. Prof. Political Science)
	: Sarika. M. (Asst. Prof. English)
	: Fahima. A. (2 <sup>nd</sup> year BBA)
	: Nafla. (3 <sup>rd</sup> year English)

INTERNAL COMPLAINTS COMMITTEE (ICC) Against Sexual Harassment

Presiding Officer	: Beenamol. N. S. (Project Coordinator) <sup>Chairman</sup>
Convener	: Raihanah Kakkoti (Asst. Prof. Commerce)
Members	: Dr. Chithra. (Asst. Prof. Dept. of Botany)
	: Aiswarya K. (Asst. Prof. Dept. of Chemistry)
	: Reshma (Asst. Prof. Dept. of Physics)
	: Febina. P. (Office Assistant)
	: Fasma Abid N. (Ward Member, Parappur Parahayal)
	: Ahmad Shinad. K. (II year B.A. English)
	: Nashmiya. K. (II year Physics)
	: Nafeesa Bhayan (II year Botany)

Agenda 9: Any other matter approved by the Chair.

Resolution: As there was no timely subject for discussion.

Agenda 10: Vote of Thanks.

Resolution: The meeting concluded with a vote of thanks by Raihanah Kakkoti.



Prof. M. Abdul Azeez  
PRINCIPAL  
KOTTAAYAM FAROOK ARTS & SCIENCE COLLEGE  
PARAPPUR (P.O.) - 676 503