



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

**PTA GENERAL BODY MEETING**  
**MINUTES**  
**2020-21**

# PTA MEETING MINUTES

2020-2021



KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
GENERAL PARENT-TEACHER ASSOCIATION MEETING  
KFASC/GIPTA/NOTICE/2020-21

NOTICE

Dear Parents and Guardians,

You are cordially invited to attend the General Parent-Teacher Association Meeting for the academic year 2020-21 on 25/05/20 at 10AM to 12 PM. Due to the ongoing COVID-19 pandemic, this meeting will be held online (Google Meet) to ensure everyone's safety.

Agenda:

1. Welcome Address
2. Confirmation of the Previous Meeting Minutes
3. Nomination of New Members to the General Body.
4. Selection of Executive Members from Staff Members.
5. Health and safety protocols. Campus safety measures, vaccination requirements.
6. Online / hybrid learning options.
7. Budget Allocation for the Year 2020-21
8. Any other items permitted by the chair.
9. Vote of Thanks.



*Prof. M. Abdul Azeez*  
 PROF. M. ABDUL AZEEZ  
 PRINCIPAL  
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KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
GENERAL PARENT-TEACHER ASSOCIATION MEETING.  
KFASC / GPTA / MEETING / 2020 - 21

GENERAL PTA MEETING SCHEDULE

Welcome Address	Mrs. Sarika. M (PTA Secretary)
Presidential Address	Prof. M. Abdul Azeez (Principal)
Felicitation	Mr. Muhammed Labeed M (Vice Principal) Mr. Sreenath M (HOD, Dept. Of English)
Vote of Thanks	Mubayak. N (HOD Dept. Of Physics)

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
GENERAL PARENT - TEACHER ASSOCIATION MEETING  
KFASC / GPTA / MINUTES / 2020 - 21

Date : 25/05/20

Time : 10 Am to 12 Pm

Platform: Google Meet.

The PTA General Body Meeting began promptly at 10 Am on the Google Meet platform. The PTA President welcomed all participants, thanking them for joining the virtual session. PTA Secretary Sarika. M briefly explained the meeting for the online format, including how to



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use the mute/unmute function and the chat feature for questions. The PTA Secretary emphasized the importance of this digital gathering in maintaining parent-teacher collaboration despite the challenges posed by the ongoing pandemic.

#### Confirmation of the Previous Minutes:

The Secretary shared her screen to display the minutes from the previous PTA meeting. Participants were given a few moments to review the document. The Secretary then invited comments or corrections via the chat function. After addressing any feedback, attendees were asked to type "Approved" in the chat to confirm the minutes.

#### Nomination of New Members to the General Body:

For this agenda item, the meeting host shared a pre-prepared list of potential new members on the screen. Each nominee was briefly introduced, with their names and relevant details visible to all participants. Existing members were invited to second these nominations using the chat feature. The president then conducted a voice vote, asking for any objections and confirming the new member's acceptance in to the general body. The following members were unanimously accepted in to General Body.

1. Sreenivasan. P
  2. Fathima. T
- HASENAR. K  
Ramla



*Prof. M. Abdulazeez*  
Prof. M. ABDULAZEEZ  
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### Selection of Executive Members from Staff Members.

The Principal presented the list of staff members eligible for executive positions. Given the virtual format, Principal explained that an online poll would be used for the selection process. Participants were guided on how to access and complete the poll within the Google Meet interface. After allowing time for voting, the results were tabulated and shared on screen, transparently showing the selection of new executive members from the staff. The following staff members were selected to join the PTA Executive Committee.

1. Sreenath M
2. Beenamol
3. Nandini
4. Muhammed Labeeb M.

### Health and Safety Protocols:

The college administration presented comprehensive health and safety protocols implemented across campus. Principal outlined stringent cleaning and sanitization measures in all buildings, with particular emphasis on high-traffic areas. The facilities team has installed hand sanitizing stations throughout the campus and upgraded ventilation systems to improve air quality.

Regarding vaccination requirements, the college announced a mandatory vaccination policy for all students, faculty and staff. Principal explained the process for submitting proof of vaccination and discussed the limited exemptions





available for medical or religious reasons. Principal also detailed the consequences for non-compliance, which include restrictions on campus access and participation in college activities.

### Online / Hybrid Learning Options.

The Principal Prof. Abdul Azeez provided an overview of the college's approach to online and hybrid learning for the upcoming semester. He explained that most courses would be offered in online format, to reduce classroom density while maintaining educational quality. He explained the technological infrastructure supporting this initiative, including the learning management system and video conferencing tools. Faculty representatives shared best practices for engaging students in online environments and discussed how they have adapted their teaching methods to suit the new format. In the meeting parents share their concerns about equity in access to technology and internet connectivity, outlining resources available to students who may face challenges in participating in online learning. They express their concerns and anxiety regarding online platforms. Principal emphasized college's commitment to ensuring all students can fully engage in their academic programmes, regardless of their personal circumstances or location.

### Budget Proposal for the Academic Year 2020-21

A detailed budget proposal totaling 2,00,000 was presented and discussed.

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Budget Allocation		Rupees
1	Scholarships and Financial Assistance	100,000
2	Curricular Support	55,000
3	Co-Curricular and Extracurricular Activities	50,000
4	Women Empowerment Programmes	25,000
5	Infrastructure Development	50,000
6	Student Welfare and Support	20,000
7	Community Engagement	20,000
8	Professional Development for staff	20,000
9	Special Programmes and Events	20,000
10	Health and wellness Initiatives	20,000
Total Budget		380,000

A comprehensive budget proposal for the academic year 2020-21 was presented and discussed. The total proposed budget is Rs 380,000 allocated as follows.

1. Scholarships and Financial Assistance (Rs 100,000):  
Providing scholarships, financial aid, medals, prizes and awards to deserving students.

2. Curricular Support (Rs 55,000):

Funding for induction programmes, seminars, workshops, and initiatives to enhance academic standards and teaching methodologies.

3. Co-curricular and Extracurricular Activities (Rs 50,000):

Support for arts and sports activities, field trips and educational tours.

4. Women Empowerment Programmes (Rs 25,000):

Workshops and programmes focused on female students and staff, promoting gender equality initiatives.



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5. Infrastructure Development (Rs. 50,000).

Allocation for the development and maintenance of college infrastructure and ICT tools.

6. Student Welfare and Support (Rs 20,000):

Addressing student concerns and creating platforms for parent - teacher collaboration.

7. Community Engagement (Rs 20,000):

Encouraging student involvement in community service and social responsibility initiatives.

8. Professional Development for Staff (Rs 20,000):

Funding professional development programmes, training sessions, and continuous learning opportunities for staff members.

9. Special Programmes and Events (Rs 20,000):

Support for annual day celebrations, cultural festivals, including financial and logistical assistance.

10. Health and Wellness Initiatives (Rs 20,000):

Programmes promoting physical and mental well-being, sports, fitness, and overall wellness among students and staff.

Any Other Items Permitted by the Chair.

This agenda item allowed for the discussion of any additional topics or concerns raised by the attendees and approved by the meeting's chairperson. A significant number of parents have expressed interest in offline classes, driven by concerns regarding the academic progress of their wards. The Principal acknowledged the concerns by the parents and indicated that the implementation of offline classes is contingent upon



*Agree*

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KOTTARAKKUDAM PARAPPURAM ARTS & SCIENCE COLLEGE  
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the containment of the COVID-19 pandemic. The meeting concluded with a vote of thanks, marking the end of the PTA General Body Meeting for the academic year 2020-21.

The PTA General Body Meeting of Kottakkal Farook Arts and Science College addressed crucial aspects of the institutions functioning, from governance and financial planning to student welfare and academic development. The comprehensive budget allocation demonstrates a balanced approach to supporting various facets of college life, with a strong emphasis on student scholarships, curricular support and infrastructure development. The meeting also highlighted the college's commitment to women empowerment, community engagement, and the professional growth of its staff.



*[Signature]*  
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*[Signature]*  
**Saiika.M**  
 PTA Secretary.





KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
 ODD SEMESTER PTA GENERAL EXECUTIVE COMMITTEE MEETING  
KFASC / GPTA ECM / NOTICE / 2020-21

NOTICE

Dear Executive committee Members,

You are cordially invited to attend the PTA General Executive committee meeting for the academic year 2020-21 on 30/05/2020, at 11 Am to 12:30 Pm. Due to the ongoing COVID-19 pandemic, this meeting will be held online (Zoom) to ensure everyone's safety.

Agenda:

1. Welcome Address
2. Confirmation of Previous Meeting Minutes
3. Online Learning Implementation and challenges
4. COVID-19 Safety Protocols for Essential on-campus Activities.
5. Mental Health and Wellness Initiatives During Remote Learning.
6. Virtual Community Engagement Programmes.
7. Adapting Experiential Learning Projects to Online formats.
8. Financial Aid and Support for students affected by the Pandemic
9. Technology Access and Support for Remote Learning
10. Any other items permitted by the chair
11. Vote of thanks.



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KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
ODD SEMESTER PTA GENERAL EXECUTIVE COMMITTEE MEETING  
KEASC/GPTAECM/MINUTES/2020-21

Date : 30/05/2020

Time : 11 Am to 12.30 PM

Platform: Zoom

The PTA General Executive Committee Meeting for the academic year 2020-21 was held as scheduled. The following Executive members were present in the meeting.

SL No.	Name	Position	Designation
1	Prof. M Abdul Azeez	President	Principal
2	Ismail	Vice President	PTA Member
3	Sarika M	Secretary	Assistant Professor Dept. of English
4	Subaida K	Joint Secretary	PTA Member
5	Muhammed Labeed M	MEMBER Vice Principal	Vice Principal
6	Sreepath M	staff MEMBER	HOD Dept. of English
7	Beenamol	staff MEMBER	Assistant Professor Dept. of Maths.
8	Nandini	staff Member	HOD, Dept of Commerce and management
9	Greenivasan P	Member	PTA Member
10	Fathima T	Member	PTA Member
11	Ramla	Member	PTA Member
12	Hassenay K	Member	PTA Member

The 2020-21 Odd Semester Meeting was held on 30/05/2020 from 11 Am to 12.30 Pm Zoom App. The meeting began with a welcome address delivered by M. ABDUL AZEED (PTA Secretary).



M. ABDUL AZEED  
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Following this, the minutes from the previous meeting were confirmed, ensuring continuity in the college's operations despite the disruptions caused by the pandemic.

The core focus of the meeting was addressed by college Principal Prof. M. Abdul Azeez by explaining the challenges posed by the COVID-19 pandemic to the educational process. A comprehensive discussion on Online Learning Implementation and challenges took place, where faculty and administration shared experiences, best practices and strategies to enhance the quality of remote education. This was followed by a detailed presentation on COVID-19 safety protocols for essential on-campus activities, outlining measures to protect students, faculty and staff during necessary in-person interactions on campus.

Recognizing the toll of isolation and uncertainty on the college community, the meeting dedicated significant time to mental health and wellness initiatives during Remote Learning. Proposals were presented for virtual counseling services, online support groups and strategies to maintain a sense of community in a digital environment. The discussion then shifted to virtual community engagement programmes, exploring innovative ways to continue the college's commitment to social responsibility and community service through online platforms and socially distanced initiatives.

The meeting addressed the need to maintain high-quality education despite the limitations imposed by the pandemic. Adapting



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Experiential Learning Projects to online formats was discussed in detail, with faculty sharing creative solutions for virtual labs, simulations and remote collaborative projects. Financial Aid and Support for students affected by the Pandemic was a crucial agenda item; with the administration presenting plans to assist students facing economic hardships due to the global crisis.

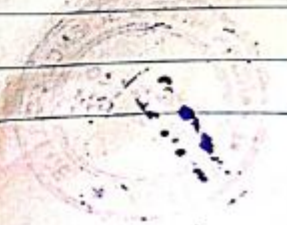
Technology Access and Support for Remote Learning emerged as a critical topic, with strategies proposed to ensure all students have the necessary tools and support to participate fully in online classes. The meeting concluded with a heartfelt vote of thanks by vice Principal, Muhammed Labeed M, acknowledging the extraordinary efforts of faculty, staff and students in adapting to the challenges posed by the pandemic.



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Sarika M

PTA Secretary





KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
CLASS WISE PTA MEETING  
KEASC / CLASS PTA / MINUTES / 2020 - 21

Kottakkal Farook Arts and Science College successfully conducted comprehensive Parent - Teacher Association meeting across all departments for the academic year 2020-21. Each departments, including BA English, BA Economics, BA Political Science, BSc Mathematics, MSc Physics and Commerce and Management held separate PTA meetings for their respective classes. The meetings were scheduled on 02/06/2020, 09/11/2020 and 05/01/2021. Due to the ongoing COVID-19 pandemic, these meetings held through online (Zoom App).

The agenda for these meetings was consistently structured across departments, covering crucial aspects such as review of previous semester activities, academic performance updates and future preparation strategies. The meetings followed a structured agenda to address key aspects of student life and academic progress during the pandemic.

1. Academic Progress Update:

Faculty members provided comprehensive reports on student performance, including grades, participation in online classes, and assignment completion rates. They highlighted both individual and class-wide trends, offering parents a clear picture of their wards academic standing.

2. Online Learning challenges and solutions:

The meetings addressed various challenges faced in the online learning environment.



*(Signature)*

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including technical issues, engagement difficulties and time management problems. Faculty members and parents collaboratively discussed and proposed solutions, fostering a supportive learning ecosystem.

### 3. Question and Answer Session:

An interactive session allowed parents to voice concerns and seek clarifications. Faculty members provided personalized responses;

Key outcomes:

- Enhanced parent awareness of online learning processes and expectations.

- Identification of common challenges and collaborative problem-solving.

- Improved communication channels between parents and faculty.

- Increased parental involvement in student's academic lives.

The meeting concluded with discussions on upcoming academic events, potential changes in the online learning format, and strategies for continued student support. The college administration committed to regular updates (through whatsapp group) and ongoing support for both students and parents. Despite the challenges posed by the pandemic, these virtual PTA meetings successfully maintained and strengthened the crucial link between the college and student families.



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Sarika M  
PTA Secretary



KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
EVEN SEMESTER PTA GENERAL EXECUTIVE  
COMMITTEE MEETING  
KEASC/GPTAECM/NOTICE/2020-21

NOTICE

Dear Executive Committee Members,

You are cordially invited to attend the PTA General Executive Committee meeting for the Academic year 2020-21, on 07/02/2021 at 2.30 pm to 4. pm. Due to the ongoing COVID-19 Pandemic, this meeting will be held online (Zoom) to ensure everyone's safety.

Agenda.

1. Welcome Address
2. Confirmation of Previous Meeting minutes.
3. Review of Online Learning Progress and ongoing challenges.
4. Updates on COVID-19 Safety Protocols and Vaccination Plans
5. Student Engagement and Retention Strategies in Remote Learning
6. Enhancement of Virtual Laboratory and Practical Sessions
7. Planning for Potential Hybrid Learning
8. Mental Health Support, Evaluation and expansion of Services.
9. Preparation for online examinations and Assessments
10. Any other items permitted by the chair
11. Vote of Thanks.



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KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
EVEN SEMESTER PTA GENERAL EXECUTIVE  
COMMITTEE MEETING  
KFASC / OPTAECM / MINUTES / 2020-21

Date : 07/02/2021

Time : 2.30 PM to 4 PM

Platform : Zoom

The 2020-21 Even Semester Meeting of Kottakkal Farook Arts and Science College was held on 07/02/2021 from 2.30 PM to 4 PM via Zoom (online) to ensure everyone's safety. The following executive members were present in the meeting.

SL No.	Name	Position	Designation
1	Prof. M Abdul Azeez	President	Principal
2	Ismail	Vice president	PTA Member
3	Sarika M	Secretary	Assistant Professor Dept. of English
4	Subaida K	Joint Secretary	PTA Member
5	Muhammed Labeed M	Member	Vice Principal
6	Sreenath M	Member	HOD Dept. of English
7	Beenamol	Member	Assistant Professor Dept. of Maths
8	Nandini	Member	HOD Dept. of Commerce
9	Sreenivasan P	Member	PTA Member
10	Fathima T	Member	PTA Member
11	Ramla	Member	PTA Member
12	Hassenal K	Member	PTA Member



The meeting commenced with a welcome address by Sarika M (PTA Secretary), acknowledging the continued resilience of the college.

*Azees*  
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community in the face of ongoing pandemic challenges. The minutes from the previous odd semester meeting were then confirmed, providing a foundation for the discussions to follow.

College Principal Prof. M Abdul Azeez led a comprehensive review of the online learning progress achieved since the last meeting. Faculty members shared insights on successful strategies and persistent challenges in remote education. The discussion then moved to updates on COVID-19 safety protocols, with a new focus on potential vaccination plans for the college community as vaccines became more widely available.

A significant portion of the meeting was dedicated to student engagement and retention strategies in the remote learning environment. Faculty members presented innovative approaches to keep students motivated and connected. This was followed by a detailed discussion on enhancing virtual laboratory and practical sessions, with departments sharing their experiences and best practices for replicating hands-on learning experiences in a digital format.

Looking ahead, the meeting addressed the potential for hybrid learning models in the coming semesters. The Mental Health Support services were evaluated, with proposals for expanding resources to address the ongoing emotional toll the pandemic on students and staff.

As the semester progressed, attention turned to the logistics of online examinations and assessments. Various departments presented approaches to ensuring academic integrity.




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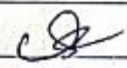


while maintaining fair evaluation methods. Additionally, the Career Guidance Cell discussed plans for virtual online career fair, adapting to the new realities of the job market.

The meeting concluded with an open forum for any other items, allowing participants to raise additional concerns or suggestions. PTA Secretary Sarika M delivered a heartfelt vote of thanks, expressing gratitude for the continued dedication and adaptability of the entire college community in these challenging times.



  
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Sarika M  
PTA Secretary.

