

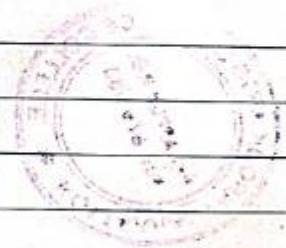


KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
INTERNAL QUALITY ASSURANCE CELL

PTA GENERAL BODY MEETING
MINUTES
2021-22

PTA MEETING MINUTES

2021-2022



KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
GENERAL PARENT-TEACHER ASSOCIATION MEETING
KFASC / GIPTA NOTICE / 2021-22

NOTICE

Dear Parents and Guardians,

You are cordially invited to attend the General Parent-Teacher Association Meeting for the academic year 2021-22, on 06/06/2021 at 10 Am 12-30 Pm. Due to the ongoing COVID-19 Pandemic, this meeting will be held on online via Zoom to ensure everyone's safety. 77M APP

Agenda: 2021-22

1. Welcome Address.
2. Confirmation of the Previous Meeting Minutes.
3. Budget Allocation for the Year 2021-2022
4. Discussion on Online Learning Initiatives.
5. Mental Health Support Programmes for students.
6. Parent-Teacher Collaboration in Remote Education
7. Any other items permitted by the chair
8. Resumption of Regular offline classes.
9. Vote of thanks.



Prof. A. ABDEL AZEEM
 KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
 MADHAVUR P.O. - 676 503

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
GENERAL PARENT - TEACHER ASSOCIATION MEETING.
KEFASC / GPTA / MEETING 2021-22

GENERAL PTA MEETING SCHEDULE

Welcome Address	Mrs. Savika M (PTA Secretary)
Presidential Address	Prof. M Abdul Azeez (Principal)
Felicitation	MV. Muhammed Labeed M (Vice Principal)
	Mr. Sampreeth M (HOD, Dept of Political Science)
	Mr. Greenath M (HOD, Dept of English)
	Mr. Aboobacker Kutty Naha (HOD, Dept of Mathematics)
	Mrs. Beenamol (Assistant Professor, Dept of Maths)



Prof. M. Abdul Azeez
 Principal
 KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
 PADAPPUR P.O. - 686 503

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
 GENERAL PARENT - TEACHER ASSOCIATION MEETING.
KFASC / GPTA / MINUTES / 2021-22

Date : 06/06/2021

Time : 10 Am to 12.30 Pm

Platform : Zoom.

The general PTA Meeting of Kottakkal Farook Arts and Science college commenced online via zoom on 06/06/21, at 10 Am. The PTA Secretary Sarika M, delivered a welcome address, followed by the confirmation of previous meeting minutes. Participants were given a few moments to review the document. The Secretary then invited comments 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.

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 note, asking for any objections and confirming the new members acceptance into the general body. The following

members were unanimously accepted in to General body.
 1. Jagadevan. T
 2. Ayyoob. O.T
 Abdul Nasor



[Signature]

Prof. M. ABDULLAZIZ
 PRINCIPAL
 KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
 PARAPPUR, 01 - 076 503

4. Lubna Bone V

The principal presented the list of staff members eligible for executive positions. Given the virtual format, he 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. The following staff members were selected to join the PTA Executive Committee.

1. Mrs. Beenamol
2. Fabeema T.K
3. Mujeeb T.P
4. Muhammed Labeeb M.

Budget Proposal for the Academic Year 2021-22

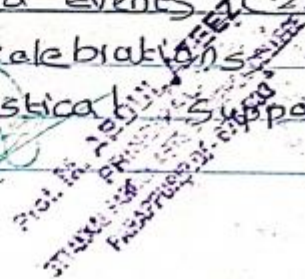
Budget Allocation		Rupees
1	Scholarships and Financial Assistance	100,000
2	Curricular Support	65,000
3	Co-curricular and extracurricular Activities	65,000
4	Women Empowerment Programmes	20,000
5	Infrastructural Development	65,000
6	Student Welfare and Support	25,000
7	Community Engagement	25,000
8	Professional Development for Staff	25,000
9	Special Programmes and Events	25,000
10	Health and wellness Initiatives	25,000
Total Budget		450,000



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

A comprehensive budget proposal for the academic year 2021-22 was presented and discussed. The treasurer, Principal, Prof. Abdul Aziz presented a Rs. 4.50,000 proposal for 2021-22. Key allocations included

1. Scholarships and Financial Assistance: (1,00,000)
Providing Scholarships and financial aid, medals, prizes and awards.
2. Curricular Support: (65,000)
Induction Programmes, seminars, workshops academic standards, teaching methodologies
3. Co-Curricular and Extracurricular activities: (65,000)
Arts and sport activities, field trips, educational tours.
4. Women Empowerment Programmes: (20,000)
Workshops, programmes for female students and staff, gender equality initiatives.
5. Infrastructure Development: (65,000)
Development and maintenance of College infrastructure, ICT tools
6. Student Welfare and Support: (25,000)
Addressing student concerns, platform for parent-teacher collaboration.
7. Community Engagement: (25,000)
Student involvement in community service, social responsibility initiatives.
8. Professional Development for staff: (25,000)
Professional development programmes, training sessions, continuous learning.
9. Special Programmes and events (25,000)
Annual day celebrations, cultural, financial and logistical support.



10. Health and Wellness Initiatives: (25,000)

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

The proposed budget demonstrates a holistic approach to institutional development, balancing academic needs with student welfare and infrastructure development.

Discussion on Online Learning Initiatives.

The Principal, Prof. Abdul Azeez outlined plans to enhance digital learning, including acquiring additional educational software licenses, conducting teacher training on effective online teaching methods, and creating a comprehensive digital learning resource bank. Members proposed implementing regular feedback mechanisms from students and parents to continuously improve the online learning experience.

Mental Health Support Programmes for students

PTA Secretary presented plans for virtual counseling sessions, stress management workshops, and a peer support programmes to address the psychological impact of prolonged isolation and online learning on students. The meeting also discussed strategies to strengthen parent-teacher collaboration in remote education, including regular virtual meetings and a dedicated online platform for student progress and concerns.



Abdul Azeez
Principal
KOTTAYAM ARTS & SCIENCE COLLEGE
Parappur PO, Kottayam
Pin: 676 023

Resumption of Regular offline classes.

The institution is committed to resuming regular offline classes as soon as the pandemic situation allows, prioritizing the safety and well-being of students, faculty and staff. This transition will be implemented through a carefully phased approach, adhering strictly to health guidelines provided by relevant authorities and government regulations. The administration will closely monitor local and national COVID-19 infection rates, vaccination progress, and public health recommendations to determine the appropriate timing for reopening.

Comprehensive safety measures will be put in place, including enhanced sanitation protocols, classroom reconfigurations to ensure social distancing, mandatory mask policies and improved ventilation systems. Clear communication channels will be maintained to keep all stakeholders informed about the transition process, new safety protocols and any potential adjustments needed in response to changing pandemic conditions.

The ultimate goal is to restore the full on-campus learning experience while maintaining the highest standards of health and safety for the entire academic community.

The meeting concluded with an open discussion on the digital divide affecting some students. Members decided to explore options for providing internet connectivity and devices to underprivileged students through potential partnerships or alumni donations. The



Dr. M. A. DEVI
PRINCIPAL
FORWORTS & SCIENCE COLLEGE
PALAKKAD P.O. - 676 503

PTA meeting adjourned at 12.30 Pm with a vote of thanks, having successfully addressed key educational issues during the pandemic and budget allocation for the upcoming academic year.



[Signature]
PRINCIPAL
KOLLAM FAROOK ARTS & SCIENCE COLLEGE
PARAPPUR P.O. - 676 503

[Signature]

Sarika M
PTA Secretary.



KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
 ODD SEMESTER PTA GENERAL EXECUTIVE COMMITTEE MEETING
KEASC / GPTEACM / NOTICE / 2021-22

NOTICE

Dear Executive Committee Members,

You are cordially invited to attend the PTA General Executive Committee Meeting for the academic year 2021-22 on 04/07/2021 at 2 Pm to 4 Pm. Due to the ongoing COVID-19 pandemic, this meeting will be held via Online (Zoom), to ensure everyone's safety.

Agenda:

1. Welcome Address
2. Confirmation of the previous Meeting minutes.
3. Health and safety protocols: campus safety measures, vaccination requirements.
4. Online / hybrid learning options
5. Mental Health and wellness initiatives
6. Technology Access and support for Remote learning
7. Resumption of offline classes.
8. Discussion on Sustainability Initiatives.
9. Any other items permitted by the chair.
10. Vote of thanks.



Prof. M. AZEEM
 PRINCIPAL
 KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
 PABAPPUR PO, PIN-676 502

KOTTAKRAL FAROOK ARTS AND SCIENCE COLLEGE
 ODD SEMESTER PTA GENERAL EXECUTIVE COMMITTEE MEETING
 KFASC / OPTAECM / MEETING / 2021-22

Date : 04/07/2021

Time : 2 Pm to 4 Pm

Platform : zoom

The PTA General Executive Committee Meeting was held as scheduled. The following Executive committee members were present in the meeting.

SL NO.	Name	Position	Designation
1	Prof. M Abdul Azeez	President	Principal
2	Abdul Salam E.K	Vice president	PTA Member
3	Satika M	Secretary	Assistant Professor Dept. of English
4	Lailabi	Joint Secretary	PTA Member
5	Muhammed Labeed M	Member	Vice Principal
6	Beena mal	Member	Assistant Professor Dept. of maths
7	Faheema TK	Member	Assistant Professor Dept. of English
8	Mujeeb TP	Member	Assistant Professor Dept. of Management
9	Jayadevan T	Member	PTA Member
10	Lubna Banu V	Member	PTA Member
11	Ayyoob OT	Member	PTA Member
12	Abdul Nasar	Member	PTA Member

2021-22 odd semester PTA Meeting was held on from 2 Pm to 4 Pm via zoom App. The Meeting began with a



Prof. M. ABDUL AZEEZ
 PRINCIPAL
 KOTTAKRAL FAROOK ARTS & SCIENCE COLLEGE
 PAPPANPUZHA (P.O.) - 678 503

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

central to the meetings focus is the discussion of educational approaches. The agenda includes items on both online/hybrid learning options and the potential resumption of offline classes. Considering the COVID-19 pandemic, the administration has decided to implement a shift system for offline classes. As a precautionary measure, the class will be bifurcated into two shifts to maintain social distancing and ensure safety.

Following this, the agenda turns to the critical issue of health and safety protocols including campus safety measures and vaccination requirements. The practical aspects of college are addressed through the inclusion of budget allocation for the 2020-21 academic year. The addition of a discussion on sustainability initiatives demonstrates the college's commitment to long term environmental responsibility, even as it grapples with immediate challenges. The agenda concludes with provisions for any other items permitted by the chair, followed by a vote of thanks.



Prof. M. ABIDIN AZEEZ
PRINCIPAL
KOTTAYAM PARAPPURAM ARTS & SCIENCE COLLEGE
PARAPPURAM, PIN: 676 503

Sarika M

PTA Secretary

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
 CLASS WISE PTA MEETING
KEASC / CLASS PTA / MEETING / 2021-22

Kottakkal Farook Arts and Science College successfully conducted comprehensive Parent-Teacher Association Meeting across all departments for the academic year 2021-22. Each departments, including BA English, BA Economics, BA Political Science, BSc Mathematics, Msc Physics, and commerce and Management held separate meetings for their respective classes. The meetings were scheduled on 27/09/2021, 03/10/2021, 17/11/2021. Due to the ongoing COVID-19 Pandemic, these meetings were held via online (Zoom App).

The agenda for these meetings was consistently structured across departments,

1. Academic Progress Updates:

Faculty members presented detailed reports on student performance, participation in online classes and assignment completion. Insights into individual and classwide academic trends provided parents with a comprehensive view of their children's performance.

2. Online Learning Challenges and Solutions.

Various issues related to online learning were discussed, including technical difficulties, engagement challenges, and time management concerns. Faculty and parents collaborated to identify and propose practical solutions, enhancing the online learning environment. The agenda includes items on both online/hybrid learning and the potential resumption of offline classes.



Dr. M. ABUJAL AZEED
 PRINCIPAL
 KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
 PARAPPUR (P.O.) - 576 503

Teachers agreed to implement a shift system for offline classes. As a precautionary measure, the class will be bifurcated into two shifts to maintain social distancing and ensure safety.

3. Review of Student Engagement and Participation

Discussions included the levels of student engagement in online classes and participation in various academic and extracurricular activities. Strategies to improve engagement and ensure active participation were explored.

4. Updates on Extracurricular Activities and Student Well-Being

The meeting provided updates on extracurricular activities and initiatives aimed at supporting student well-being. Faculty and parents shared plans to maintain a balanced student life despite the constraints of online learning.

5. Discussion on Support Service Available to Students

Information was shared about various support services available to students, including academic counseling, mental health resources and technical support. This was intended to ensure parents are aware of the resources their children can access.

6. Plans for Upcoming Assessments and Evaluations.

The schedule and format for upcoming assessments and evaluations were discussed. Faculty provided insights into how these assessments would be conducted in online format and what parents could do to support their children's preparation.

7. Question and Answer Session:

The interactive Q and A session provided parents to address specific clarifications directly from faculty members.



Prof. M. ABRAHAM
PRINCIPAL
JITAKKAL ARTS & SCIENCE COLLEGE
PALAKKAD - 676 501

Feed back from parents was actively sought to understand their experiences and gather suggestions for improvement. This feedback will be used to informed adjustments to the online learning approach and support services.

Key outcomes:

- Enhanced parental understanding of online learning processes and expectations
- collaborative problem-solving for common challenges
- Improved communication between parents and faculty
- Increased parental involvement in academic and extracurricular aspects of student life
- Greater awareness of available support services and upcoming academic plans.

The meetings concluded with discussions on future academic events, potential changes to the online learning format, and strategies for ongoing student support.



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

[Signature]
 Sarika. M

PTA Secretary.



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

KFASCI/GPTAECM/NOTICE/2021-22

NOTICE

Dear Executive Committee Members,
You are cordially invited to attend
the even semester PTA General Executive Committee
Meeting for the academic year 2021-22 on
10/10/2022 at 10.30 AM in the college Seminar Hall.

Agenda:

1. Welcome Address
2. Confirmation of the Previous meeting minutes.
3. Principal's report on Post-pandemic Recovery and progress
4. Academic Performance Review.
5. Mental Health and wellness initiatives for students.
6. Technology Integration in classrooms.
7. Extracurricular Activities: Reintroduction and New opportunities.
8. Campus Improvement Projects and safety upgrades.
9. Community outreach and Parent Involvement Strategies
10. Any other items approved by the chair.
11. Vote of thanks.



(Signature)

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

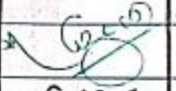
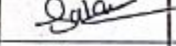

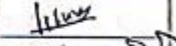

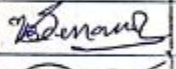

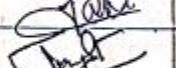
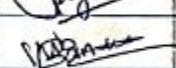
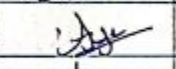
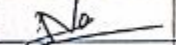

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
 EVEN SEMESTER PTA GENERAL EXECUTIVE COMMITTEE MEETING
 KFASC / @PTAECM / MINUTES / 2021-22

Date - 10/01/2022


Time - 10.30 AM

Venue - Seminar Hall

The PTA Executive Committee Meeting for the Even Semester of academic year 2021-22 commenced with a warm welcome address by PTA Secretary, Sarika. The following executive members were present in the meeting.

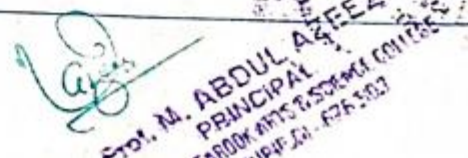
SL No.	Name	Position	Designation	Signature
1	Prof. M Abdul Azeez	President	Principal	
2	Abdul Salam EK	Vice-President	PTA Member	
3	Sarika M	Secretary	Assistant Professor Dept. of English	
4	Lailabi	Joint Secretary	PTA Member	
5	Muhammed Labeed M	Member	Vice-Principal	
6	Beenamol	Member	Assistant Professor Dept. of maths	
7	Myjeeb TP	Member	Assistant Professor Dept. of Management	
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11	Ayyoob OT	Member	PTA Member	
	Abdul Nasar	Member	PTA Member	




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

The confirmation of the previous meeting minutes followed, ensuring continuity and proper documentation of the associations activities. The Principal's report on post-pandemic recovery and progress provided a comprehensive overview of the college's journey through the challenging times and its current standing. This report likely highlighted the resilience of the college community and the innovative measures implemented to ensure educational continuity. The subsequent agenda item, focusing on academic performance review and addressing learning gaps, demonstrated the college's commitment to understanding and mitigating the educational impacts of the pandemic. This discussion would have involved analyzing assessment data, identifying areas where students may have fallen behind and proposing targeted interventions to bring all students up to speed.

The inclusion of mental health and wellness initiatives for both students and staff underscored the college's recognition of the pandemic's psychological toll. This item likely covered the introduction or expansion of counseling services, stress management programmes, and other support systems designed to promote emotional well-being within the community. The discussion on technology integration in classrooms, drawing lessons from the remote learning experience, reflected the college's forward-thinking approach. This item would have explored how to effectively blend the digital tools and techniques that proved successful during online learning with traditional classroom methods to enhance the overall learning experience.



The reintroduction and expansion of extracurricular activities signaled a return to a more holistic educational approach. This agenda item likely covered plans for safely resuming sports, clubs, and other non-academic pursuits, as well as introducing new opportunities inspired by experiences during the pandemic. The focus on campus improvement projects and safety upgrades demonstrated the college's ongoing commitment to providing a secure and conducive learning environment. The discussion might have included plans for enhancing physical infrastructure, implementing advanced hygiene measures, and upgrading technology systems.

Community outreach and parent involvement strategies were given prominence on the agenda, recognizing the crucial role of families in the educational process. This item would have explored new ways to engage parents and the wider community in school activities leveraging both digital and in-person methods. The inclusion of sustainability initiatives highlighted the college's long-term vision and commitment to environmental responsibility. This discussion likely covered ongoing eco-friendly projects, future plans for reducing the college's carbon footprint, and ways to integrate sustainability education into the curriculum.

The meeting structure allowed for any other items permitted by the chair, ensuring flexibility to address unforeseen issues or concerns raised by members. The conclusion with a vote of thanks served to acknowledge the contributions and participation of all present, fostering a sense of community and shared purpose.



Prof. M. ABDUL AZEEZ
PRINCIPAL
KOTTAKKAL FARDOK ARTS & SCIENCE COLLEGE
PARAPPURIP, CI - 676 503

Srikanth M
PTA Secretary.