



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

**IQAC MEETING MINUTES**

**2018-19**

### IQAC CONSTITUTION 2018-19

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

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



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



## INTERNAL QUALITY ASSURANCE CELL

KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

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

Reference No: KFASC/IQAC/NOTICE/01/2018-19/2018

Date: 01-06-2018

### NOTICE

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 01 June 2018, at 2:00 PM in the IQAC Hall.

### Agenda

1. Welcome: Mohammed Safwan K P
2. Presidential Notes
3. Prepare and adhere to the academic calendar and teaching plans
4. Implement student-centered teaching-learning methods
5. Introduction of Certificate courses
6. Nomination of new members to various statutory bodies
7. Organize seminars, guest lectures, workshops and FDPs
8. Promote extension activities at the department level
9. Encourage innovations and promote club activities
10. Vote of Thanks: Mohammed Labeeb M

  
IQAC COORDINATOR



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

Reference No: KFASC/IQAC/MINUTES/01/2018-19/2018

### MEETING MINUTES

Date: 01-06-2018

Time: 2:00 PM

Venue: IQAC Hall

#### Agendas & Resolutions

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

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

The academic calendar for the academic year 2017-18 was reviewed and updated for 2018-19. Departments were instructed to adhere to the teaching plans throughout the year.

#### **4. Implement student-centered teaching-learning methods**

Agreed to introduce student-centered teaching-learning methods from the start of the academic year 2018-19, with regular reviews to ensure effectiveness.


#### **5. Introduction of Certificate Courses**

Discussed the introduction of value-skill-based courses. IQAC & Certificate Course Board of Studies & Curriculum Review Committee will plan for a diverse set of certificate courses aimed at enhancing the interdisciplinary skills and cultural knowledge for the students. Departments will schedule meetings to discuss and finalize the approval and execution of certificate courses. A streamlined enrollment process will be set up, and the first session of certificate courses will commence on 15 /07/2018.

#### **6. Activation and Operationalization of various statutory bodies**

The Internal Complaints Committee (ICC), Anti-Ragging Committee, SC/ST or Equal Opportunity Cell, and OBC/Minority Cell have been reconstituted with new members. It was resolved to activate and operationalize these committees effectively and immediately to ensure their continuous function and adherence to their respective mandates.



  
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**7. Organize seminars, guest lectures, workshops & FDPs**

Monthly seminars, guest lectures, and workshops featuring renowned academicians and industry experts will be organized for student enrichment. A 7-day faculty development program is scheduled from 02-06-2018 for faculties to promote a wellness and work life balances.

**8. Promote extension activities at the department level**

Extension activities at the department level will be actively promoted to encourage student participation in community service and outreach programs.

**9. Encourage innovations and promote club activities**

Innovations in teaching and learning will be encouraged, and support will be provided for various club activities to foster creativity and collaboration.

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




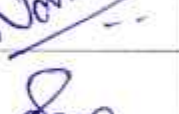
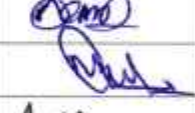
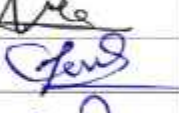

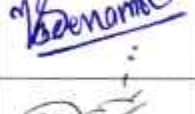
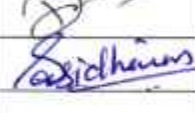






  
IQAC COORDINATOR



  
M. I. ABDUL AZEEL  
PRINCIPAL  
KHALIL FAROOK ARTS & SCIENCE COLLEGE  
PARAPPUR P.O. - 676 503

## IQAC MEETING MINUTES 2018-19

### MEETING ATTENDANCE

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## INTERNAL QUALITY ASSURANCE CELL

KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE  
KOTTAKKAL, PARAPPUR P.O., MALAPPURAM DISTRICT, KERALA, 676503

Reference No: KFASC/IQAC/NOTICE/02/ 2018-19/2018

Date: 22-08-2018

### NOTICE

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 23-08-2018, at 11:00 AM in the IQAC Hall.

### Agenda

1. Welcome: Mohammed Safwan K P
2. Presidential Notes
3. Review of course delivery of Certificate courses
4. Align internal assessment with university norms
5. Plan induction courses for first years
6. Vote of Thanks: Mohammed Labeeb M

  
IQAC COORDINATOR



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

Reference No: KFASC/IQAC/MINUTES/02/2018-19/2018

### MEETING MINUTES

Date: 23-08-2018

Time: 11:00 AM

Venue: IQAC Hall

#### Agendas & Resolutions

IQAC Coordinator, Mohammed Safwan K P, welcomed everyone. Principal provided insights on previous resolutions.

#### **2. Review of course delivery of Certificate courses**

Departments were entrusted to review the effectiveness of Certificate Course delivery methods.

#### **3. Schedule internal exams for third and fifth Semester and align internal assessment with university norms**

The Examination Committee is entrusted with scheduling internal exams for the third and fifth semesters and regularly reviewing internal assessments to ensure alignment with university guidelines.


#### **4. Plan induction courses for first years**

The Academic Committee is entrusted with planning and scheduling induction courses for first-year students starting from 26/08/2018. This includes organizing the initial phase of the inauguration, general sessions, and assigning departments to plan bridge courses.

As there were no other timely matter, the meeting adjourned with a Vote of thanks by Mohammed Labeeb M, Vice Principal.

  
IQAC COORDINATOR



  
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Reference No: KFASC/IQAC/NOTICE/03/2018-19/2018


Date: 11-11-2018

### NOTICE

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 12-11-2018, at 11:00 AM in the IQAC Hall.

### Agenda

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

  
IQAC COORDINATOR



  
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Reference No: KFASC/IQAC/MINUTES/03/2018-19/2018

### MEETING MINUTES

Date: 12-11-2018

Time: 11:00 AM

Venue: IQAC Hall

#### Agendas & Resolutions

IQAC Coordinator, Mohammed Safwan K P, welcomed everyone. Principal provided insights on previous resolutions.

#### **3. Assess learning levels of students and design tailored programs for both advanced and slow learners**

As part of the bridge program, departments conducted exams to identify advanced and slow learners. They are advised to supplement these evaluations with classroom observations and design tailored programs to meet the specific needs of both groups.

#### **4. Promote remedial coaching and encourage peer group teaching**

Departments are tasked with promoting additional remedial coaching and encouraging peer group teaching to help students improve and enhance their learning, ensuring they keep pace with their peers. The Academic Committee will review the remedial classes offered by each department regularly.

#### **5. Grievance Redressal of the students**

Departments must file written grievances from students, record meetings, and document Action Taken Reports (ATR). Grievances unresolved at the departmental level must be escalated to the College Grievance Redressal Committee. The Grievance Redressal Committee is responsible for maintaining active records and ensuring timely resolution of all grievances.

#### **6. Conduct class-wise Parent-Teacher Association (PTA) meetings each semester**

Regular Parent-Teacher Association (PTA) meetings will be conducted each semester to facilitate effective communication, as previously done in the third and fifth Semesters. PTA Secretary, Sarika M, will coordinate with departments to schedule



  
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meetings on dates convenient for all parties and maintain comprehensive records of these meetings.

As there was no other timely matter, the meeting adjourned with a Vote of Thanks by Mohammed Labeeb M, Vice Principal.

  
IQAC  
COORDINATOR



  
Dr. M. ABDUL AZEEZ  
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### IQAC MEETING MINUTES 2018-19

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Reference No: KFASC/IQAC/NOTICE/04/2018-19/2019 Date: 02-01-2019

### NOTICE

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 03-01-2019, at 11:00 AM in the IQAC Hall.

#### Agenda

1. Welcome: Mohammed Safwan K P
2. Review outcomes and actions from the previous meeting
3. Timely redressal of students' grievances, including exam-related issues and ragging cases
4. Organize various gender Sensitization programs
5. Evaluation of the development of student projects
6. Vote of Thanks

  
IQAC COORDINATOR



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

Reference No: KFASC/IQAC/ MINUTES/04/2018-19/2019

### MEETING MINUTES

Date: 03-01-2019

Time: 11:00 AM

Venue: IQAC Hall

#### Agendas & Resolutions

IQAC Coordinator, Mohammed Safwan K P, welcomed everyone and Principal provided insights on previous resolutions.

#### **2. Review outcomes and actions from the previous meeting**

Reviewed and discussed the outcomes and necessary adjustments for improvement. Key areas of focus. Key areas of focus included enhancing communication channels, streamlining administrative processes, and addressing stakeholder feedback to ensure continuous improvement

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

Instituted a mechanism for prompt redressal of grievances, including exam issues and ragging. The Anti-Ragging Committee and the Complaints & Grievance Redressal Committee will be engaged to address and resolve these issues swiftly to maintain a safe and supportive environment for students.

#### **4. Organize various gender Sensitization programs**

Gender sensitization programs will be organized to promote equality. These programs will include workshops, seminars, and interactive sessions to educate students and staff about gender issues, discrimination, and the importance of gender equality.

#### **5. Evaluation of the development of student projects**

Department Project Committees were directed to evaluate the progress of third year students' projects and submit their reports. Regular progress reviews will support for the completion of student projects.



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

  
IQAC COORDINATOR






Principal  
PAPPAPUR P.O.  
PAPPAPUR P.O. PIN: 676 503  
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KOTTAKKAL, PARAPPUR P.O., MALAPPURAM DISTRICT, KERALA, 676503

Reference No: KFASC/IQAC/NOTICE/05/2018-19/2019

Date: 04-03-2019

### Notice

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 05-03-2019, at 3:00 PM in the IQAC Hall.

### Agenda

1. Welcome: Mohammed Safwan K P
2. Ending of even Semester Classes
3. Stakeholder Feedback Collection and Presentation
4. Verification of Department Files and Documentation
5. Vote of Thanks

  
IQAC  
COORDINATOR



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

Reference No: KFASC/IQAC/MINUTES/05//2018-19/2019

### Meeting Minutes

Date: 05-03-2019

Time: 3:00 PM

Venue: IQAC Hall

### Agendas & Resolutions

IQAC Coordinator, Mohammed Safwan K P, welcomed everyone.

#### **2. Ending of Even Semester classes**

Discussions were held regarding the finalization of the Academic Calender for the even semester. Heads of the Department were directed to provide updates on the progress of syllabus coverage for the second and fourth Sem Classes. The proposed dates for the end of classes and commencement of internal examinations were agreed upon

#### **3. Stakeholder Feedback Collection and Presentation**

Initiated feedback collection from stakeholders aims to ensure that the all stakeholders—students, faculty, staff, and parents—are considered in our continuous improvement efforts. Mohammed Haneefa K. T was appointed as the coordinator. The collected feedback will be presented at the next IQAC meeting for review and action planning.


#### **4. Verification of Department Files and Documentation**

A comprehensive verification of departmental files to ensure accuracy and completeness is scheduled for March 25th. Departments are required to document and submit their files for verification prior to this date.

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



  
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