



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

IQAC MEETING MINUTES

2021-22

IQAC CONSTITUTION 2021-22

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

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




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/01/2021-22/2021

Date: 26-05-2021

Notice

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 26-05 2021, at 2.00 PM in Zoom Platform.

Agenda:

1. Welcome and Opening Remarks
2. Review of Online Learning Experience
3. Annual Action Plan
4. Academic calendar and teaching plan.
5. Technological Infrastructure Assessment
6. Pedagogical Innovation
7. EXL& VSBL initiatives
8. Vote of Thanks




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IQAC COORDINATOR



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

Reference No:KFASC/IQAC/ MINUTES/01/2021-22/21

Date:26-05 -2021

Meeting Minutes

Time: 2:00 PM

Venue: Zoom

Agendas & Resolutions

IQAC Coordinator, T.K. Faheema addressed the meeting with a warm welcome, noting the collective efforts that led the institution through the challenges posed by the COVID-19 pandemic and set the tone for positive and constructive discussions. Principal, Prof. M. Abdul Azeez presided over the meeting. And the following agendas were discussed:

2. Review of Online Learning Experience:

With the pandemic receding, the committee reviewed the progress achieved in adapting to online platforms for virtual internships, remote projects, and online collaboration tools training. Zoom, Google Meet, Microsoft Teams, Edmodo App, and LMS Mastersoft platforms were instrumental in maintaining seamless education. Comprehensive feedback from students and faculty was analyzed to identify strengths, weaknesses, and areas for improvement. Additionally, brief sessions will be organized to facilitate discussions among stakeholders, enabling them to share insights and lessons learned from their experiences.




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3. Annual Action Plan:

An action plan for the year was kept forward by IQAC Coordinator to guide the implementation process, and mechanisms for monitoring progress and addressing challenges. Through a coordinated and proactive approach, aiming to advance our online learning ecosystem and to ensure continuous progress, the action plan will be finalized and communicated to all relevant stakeholders, ensuring a smooth transition into the new academic year.

4. Academic calendar and teaching plan.

The academic calendar for the academic year 2021-22 has to be finalized and presented in the next academic meeting on 4/6/2021. Teaching plans for each department have been adhered to it throughout the year. Academic Committee was also entrusted with the task to finalize the fifth-semester timetable, to optimize scheduling.

5. Technological Infrastructure Assessment

Decided to initiate a thorough audit of our existing technological resources and infrastructure. This audit will encompass factors such as bandwidth capacity, accessibility, and the effectiveness of current software and platforms. IT Committee under System Admin, Mohammed Riyas was entrusted with the task to update and document all pertinent details.

6. FDP s to introduce innovative teaching methods

FDP with a series of workshops, webinars, and peer-sharing sessions is scheduled from 01/06/2021 to introduce faculty to innovative teaching methods and tools. These initiatives will aim to inspire faculty members to explore new approaches to online instruction and encourage the adoption of effective pedagogical practices.




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7. EXL& VSBL Initiatives:

Departments have been notified of the introduction of odd and even Certificate Course programs aiming to enhance Value and Skills-based learning. The course will be oiffered online until the Covid Restrictions are eased. Advisory Committee will oversee implementation and ensure effective execution of the initiatives.

Mohammed Labeeb. M, Vice Principal, concluded the meeting with sincere appreciation for the active participation of all committee members. He expressed gratitude for their valuable contributions to the discussions, which aimed to promote academic excellence and implement quality initiatives, particularly during the challenging time of the pandemic.



Prof. M. ABDUL AZEEZ
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Members Present:



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Reference No:KFASC/IQAC/ NOTICE/01/2021-22/2021

Date:24-09-2021

Notice

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 27 September 2021, at 2.00 PM in IQAC Hall.

Agenda:

1. Welcome and Opening Remarks
2. Approval of previous minutes and Action Taken Report
3. Discussions on the resolutions taken in the second College Council
4. Commencement of final year student's offline classes
5. First Semester Result Analysis
6. Uploading of Second and Fifth Sem Internal marks
7. Induction programme for First Year Classes
8. Any other items approved by the Chair
9. Vote of Thanks




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COORDINATOR



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Reference No:KFASC/IQAC/ MINUTES/01/2021-22/21
2021

Date:03-06 -

Meeting Minutes

Time: 2:00 PM

Venue: IQAC Hall

Agendas & Resolutions

IQAC Coordinator, T.K. Faheema addressed the meeting with a warm welcome, presented the minutes of the previous meeting, which were duly approved, and the Action Taken Report was reviewed. Principal, Prof. M. Abdul Azeez presided over the meeting. And the following agendas were discussed:

3. Discussion on Resolutions from the Second College Council Meeting

College Council Secretary, Sampreeth. T.M, presented resolutions from the College Council meeting for discussion and further action.

4. Commencement of Final Year Offline Classes

It was resolved to commence offline classes for final year students from 20th October 2021, adhering to COVID protocols.

5. First Semester Result Analysis and Remedial Class Plan

It was decided to prepare and analyze the results of first-semester students by 9th November 2021, along with a plan for remedial classes.

5. Uploading of Second and Fifth Semester Internal Marks




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The resolution was made to upload internal marks and attendance for second and fifth semester students via Mastersoft cloud software by 13th December 2021.

6. Induction Programme for First Year Classes

It was planned to conduct Induction Programme for first-year classes, with an Inaugural Session scheduled for 25th October 2021. Academic Committee was entrusted with the task of arrangements for Induction Programme & Bridge Course Schedule.

As there was no other timely subject, the meeting ended with Vote of Thanks proposed by Mohammed Labeeb.M and adjourned for next meeting.


IQAC COORDINATOR




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IQAC MEETING MINUTES 2021-22

MEETING ATTENDANCE

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Reference No:KFASC/IQAC/ NOTICE/03/2021-22/2021

Date: 08-11-2021

Notice

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 11 November 2021, at 2.00 PM in IQAC Hall.

Agenda:

1. Welcome and Opening Remarks
2. Approval of previous minutes and Action Taken Report
3. Assess learning levels of students and design tailored programs for both advanced and slow learners.
4. Conduct class-wise Parent-Teacher Association (PTA) meetings for second and fifth Semester.
5. Faculty Development
6. Student Support Services
7. Sustainability and Continuity Planning
8. Any other items approved by the Chair
9. Vote of Thanks




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Reference No:KFASC/IQAC/ MINUTES/03/2021-22/21

Date:11-11-2021

Meeting Minutes

Time: 2:00 PM

Venue: IQAC Hall

Agendas & Resolutions

IQAC Coordinator, T.K. Faheema addressed the meeting with a warm welcome, presented the minutes of the previous meeting, which were duly approved, and the Action Taken Report was reviewed. Principal, Prof. M. Abdul Azeez presided over the meeting. And the following agendas were discussed:

1.Assess learning levels of students and design tailored programs for both advanced and slow learners.

Departments were directed to conduct exams to identify slow and advanced learners, along with a College Readiness Survey for first-year students. Based on the results, additional tutoring, remedial classes, and peer teaching will be provided to students as needed.

2. Conduct class-wise Parent-Teacher Association (PTA) meetings of second and fifth semester.

It was decided to hold Parent-Teacher Association (PTA) meetings for second and fifth semester students to discuss their performance in internal examinations. Ms. Sarika .M, the PTA secretary, has been assigned the responsibility of collecting the time schedules from each department between December 9th and 13th.




G. M. ABDUL AZEER
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5. Faculty Development:

Planned to offer a comprehensive range of training sessions and resources aimed at enhancing faculty members' skills in hybrid teaching and course design. These resources may include workshops, seminars, online courses, and peer mentoring programs. By providing tailored support and opportunities for professional growth, we aim to empower faculty members to deliver engaging and effective online & offline instruction.

6. Student Support Services:

Planned to develop and expand virtual support resources for students including initiatives such as online tutoring services, remedial classes and supplementary learning and counseling sessions. Additionally, we will develop comprehensive resources to help students navigate the online learning environment effectively and access the support they need to succeed academically.

7. Sustainability and Continuity Planning:

Planned to ensure the resilience of our online and offline education initiatives, incorporating regular reviews and updates to adapt swiftly to evolving circumstances and technological advancements. In navigating the challenges posed by the COVID-19 pandemic, where transitions between online and offline classes are essential, our proactive approach seeks to address these challenges effectively, ensuring the continued effectiveness of our learning programs.

As there was no other timely subject, the meeting ended with Vote of Thanks proposed by Mohammed Labeeb.M and adjourned for next meeting.

IQAC COORDINATOR





Prof. M. ABDUL AZEEZ
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IQAC MEETING MINUTES 2021-22

MEETING ATTENDANCE

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Reference No: KFASC/IQAC/ NOTICE/04/2021-22/2022

Date: 03-01-2022

Notice

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 05 January 2022, at 2.00 PM in IQAC Hall.

Agenda:

1. Welcome and Opening Remarks
2. Approval of previous minutes and Action Taken Report
3. Review of Pending Activities for NAAC Accreditation Preparation
4. Ensuring File Progress
5. Any other items approved by the Chair
6. Vote of Thanks


IQAC COORDINATOR




Prof. M. ABDUL AZEEZ
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Reference No:KFASC/IQAC/ MINUTES/04/2021-22/22

Date:05-01-2022

Meeting Minutes

Time: 2:00 PM

Venue: IQAC Hall

Agendas & Resolutions

IQAC Coordinator, T.K. Faheema addressed the meeting with a warm welcome, presented the minutes of the previous meeting, which were duly approved, and the Action Taken Report was reviewed. Principal, Prof. M. Abdul Azeez presided over the meeting. And the following agendas were discussed:

Resolutions:

1. Review of Pending Activities for NAAC Accreditation Preparation

The meeting commenced with a comprehensive review of the pending activities that require immediate attention to align with our goals for NAAC Accreditation including sustainability initiatives, infrastructure improvement, establishment of clubs and collaborations. The urgency to expedite these projects was highlighted.

The following items were identified as lagging behind:

- Green Campus Initiative: The team will intensify efforts to implement sustainable practices across the campus, ensuring adherence to eco-friendly policies.
- Bio-waste Management: Immediate measures to be taken to expedite the setup and efficient management of bio-waste units on the campus premises.



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- Inno-Hub: Prioritizing the establishment and development of the Inno-Hub to foster innovation and entrepreneurship among students.
- Front Gate & Traffic Circle: Revamping of the front gate and traffic circle to enhance the aesthetic appeal and functionality of the campus entrance.
- Interlock: Urgent completion of interlock projects to improve walkways and paths across the campus.
- Pavement Flooring: Addressing the pending pavement flooring projects to ensure safety and convenience for students and staff.
- Health & Fitness Club: Expedited efforts to finalize and establish the Health & Fitness Club, catering to the well-being of the campus community.
- Stage: Completing the stage setup for various academic and cultural events.
- Ground: Maintenance and development of the ground to facilitate sports and recreational activities.
- MOU/Collaborations: Establishing more functional collaborations, focusing on executing activities in association with the collaborations.

2. Ensuring File Progress

Furthermore, the importance of maintaining progress in file works despite the focus on these pending projects was emphasized. Strategies will be implemented to ensure a balanced approach to handle both administrative requirements and project completions.

Action Items:

- Each department head to oversee the immediate action plan for their respective pending files
- NAAC Accreditation task force to revise the timeline and prepare a detailed roadmap for February.




Prof. M. ABDUL AZEEZ
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 KOTTAKKAL FAROOQ FATAH
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- IQAC team to strategize and ensure concurrent progress in file works.

The meeting adjourned with Vote of thanks and ensuring a well-rounded progression towards achieving the institution's goals.







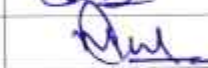
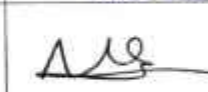



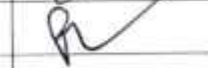





IQAC COORDINATOR





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IQAC MEETING MINUTES 2021-22

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Reference No:KFASC/IQAC/NOTICE/05/2021-22/2022

Date: 03-03-2022

Notice

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 07 March 2022, at 2.00 PM in IQAC Hall.

Agenda:

1. Welcome and Opening Remarks
2. Approval of previous minutes and Action Taken Report
3. Verification of Department Files and Documentation
4. Stakeholder Feedback Collection and Presentation
5. End-of-Year Review and future plans
6. Any other items approved by the Chair
7. Vote of Thanks


IQAC COORDINATOR




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Reference No:KFASC/IQAC/ MINUTES/05/2021-22/22

Date:07-03-2022

Meeting Minutes

Time: 2:00 PM

Venue: IQAC Hall

Agendas & Resolutions

IQAC Coordinator, T.K. Faheema addressed the meeting with a warm welcome, presented the minutes of the previous meeting, which were duly approved, and the Action Taken Report was reviewed. Principal, Prof. M. Abdul Azeez presided over the meeting. And the following agendas were discussed:

1. Verification of Departmental Files and Documentation

It was decided to initiate a comprehensive verification of departmental files on March 29. This includes that of Department Minutes Book, Year- wise details of Slow Learners file, Remedial Classes conducted, Annual Report and Action Taken Report. The purpose is to ensure accuracy, completeness, and adherence to established protocols, thereby facilitating more effective record-keeping.

2. Stakeholder Feedback Collection and Presentation

It was resolved to initiate the collection of feedback from stakeholders. Mohammed Haneefa K. T from the Administrative Department was entrusted as the coordinator for this task. The objective is to gain insights into areas of improvement based on the perspectives of students, faculty, staff, and parents. Department was assigned to



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coordinate the collection of feedback from students and parents and present the findings to IQAC.

3. Review and Feedback of the EXL, VSBL & Community Engagement Programmes

The committee decides to empower Heads of Departments (HODs) to improve department level EXL, VSBL, Community Engagement Programmes in line with the National Education Policy 2020. Anticipating relaxed COVID-19 restrictions, the committee plans for more activities to enhance student learning and community involvement. Additionally, an Excellence Meet is scheduled for March's end to recognize academic achievers and certificate course completions.

4. End-of-Year Review and future plans :

The committee acknowledges the progress made towards NAAC Accreditation and resolves to intensify efforts in this regard. It urges all departments to actively engage in documentation and contribute to the accreditation process by ensuring compliance with NAAC standards and requirements. The committee commits to providing necessary support and resources to facilitate successful accreditation.



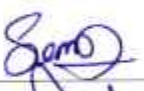
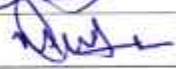




The meeting adjourned with Vote of thanks and ensuring a well-rounded progression towards achieving the institution's goals.





Prof. M. ABDUL AZEEZ
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IQAC MEETING MINUTES 2021-22

MEETING ATTENDANCE

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