



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

IQAC MEETING MINUTES

2022-23

IQAC CONSTITUTION 2022-23

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	Mujeeb. T.P	HOD, Department of Commerce & Management
6.	Member	Sampreeth T M	HOD, Department of Political Science
7.	Member	Suhail. K	HOD, Department of Physics
8.	Member	Dr. Chithra.M	HOD, Department of Botany
9.	Member	Aswathi.K.T	HOD, Department of Economics
10.	Member	Aboobacker Kutty Naha	HOD, Department of Mathematics
11.	Member	Samsheer. K	HOD, Department of Physical Education
12.	Member	Beenamol N S	Coordinator, Department of Mathematics
13.	Member	Suhail. K.P	CCEO
14.	Member	Rajeena. T.P	Librarian
15.	Member	Mohamed Haneefa.K.T	Office Superintendent
16.	Member	T. Moideen Kutty Alias Kunhu	Secretary
17.	Member	P Usman Kutty	Industrialist, President FES




Prof. M. ABDUL AZEEZ
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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/01/2022-23/22

Date:03- 06- 22

Notice


All IQAC members are hereby informed that an IQAC Meeting is going to be held on 06 June 2022, at 2.00 PM in IQAC Hall.

Agenda

1. Welcome : T.K.Faheema
2. Presidential Notes
3. Action Plan, academic calendar and teaching plans.
4. EXL& VSBL initiatives
5. Organize Alumni Talk Series , Invited talk Series and workshops featuring renowned academicians and industry experts.
6. Encourage innovations and promote club activities.
7. Vote of Thanks: Mohammed Labeeb M


IQAC COORDINATOR




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Reference No:KFASC/IQAC/ NOTICE/01/2022-23/22

Date: 06 - 06- 22

Meeting Minutes

Time: 2:00 PM

Venue: IQAC Hall

Agendas & Resolutions

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


2. Action Plan, academic calendar and teaching plans.

IQAC unanimously resolves to commence the academic year by ensuring the finalization of an action plan and academic calendar. Departments were entrusted with the charge of preparing teaching plans within 10th of June. Departments need to actively participate to ensure alignment with institutional goals. The committee pledges support for smooth execution, aiming to enhance academic quality and student success.

3. EXL& VSBL initiatives

It was ~~as~~ decided to launch the Value Skill-based certificate courses for 2022-23. Departments will schedule Board of Studies meetings to finalize course approval and execution. Enrollment will be conducted through Google Forms, with courses starting on 15/06/2022. Additionally, efforts will be made to promote extension activities in adopted villages, encouraging student involvement in community service. To ensure the success of these initiatives, a dedicated office will be established as a central point of coordination. An advisory committee meeting will be arranged to define clear objectives for this centralized identity.




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4. Organize Alumni Talk Series , Invited talk Series and workshops featuring renowned academicians and industry experts.

Departments should form a calender for seminars,Alumni Talk Series, Lecture Series and workshops featuring renowned academicians and industry experts organized to provide enriching experiences for students.

5. Encourage innovations and promote club activities.

The committee underscores its commitment to fostering innovations, along with supporting diverse club activities within the academic community. We emphasize the importance of successful student enrollment in various clubs through streamlined processes such as Google Forms.

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




IQAC COORDINATOR





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IQAC MEETING MINUTES 2022-23

MEETING ATTENDANCE

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1.	Chairman	Prof. M. Abdul Azeez	Principal	
2.	Coordinator	T.K. Faheema	IQAC Coordinator	
3.	Member	Mohammed Labeeb. M	Vice Principal	
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16.	Member	T. Moideen Kutty Alias Kunhu	Secretary	
17	Member	P Usman Kutty	Industrialist, President FES	
18	Member	Safwan. N	Student Representative	
19	Member	Mohammed Adil.K	Alumni Representative	




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Reference No:KFASC/IQAC/ NOTICE/02/2022-23/22


Date:10- 08- 22

Notice

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 11 August 2022, at 2.00 PM in IQAC Hall.

Agenda

1. Welcome
2. Commencement of UG & PG Classes:
3. Sufi Qawwali Performance as Part of Azadi ka Amrit Mahotsav Celebration
4. Induction Courses for First Years
5. Formal Proposal to Begin Radio Telecast
6. NAAC File Documentation Status
7. Onam Celebration
8. Department wise PTA meeting


IQAC COORDINATOR




Prof. M. ABDUL AZEEZ
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Reference No:KFASC/IQAC/ MINUTES/02/2022-23/22

Date: 11 - 08- 22

Meeting Minutes

Date: 11 August 2022

Venue: IQAC Hall

Time: 2:00 PM

Agendas and Resolutions:

The meeting commenced with a warm welcome extended by T.K. Faheema, IQAC Coordinator, acknowledging the presence of all IQAC members. Principal Prof. M. Abdul Azeez addressed the gathering, highlighting key points and objectives to be discussed during the meeting.

1. Commencement of UG & PG Classes:

It was unanimously agreed to commence the first semester of Undergraduate and Postgraduate classes on August 31, 2022, aligning with the academic calendar. The initial weeks will be dedicated to Induction Courses for First Years, encompassing essential subjects such as Universal Human Values.

2. Sufi Qawwali Performance as Part of Azadi ka Amrit Mahotsav

In recognition of the 75th anniversary of Independence, Azadi ka Amrit Mahotsav, a Sufi Qawwali cultural program featuring devotional music and poetry was decided to be organized on August 30, 2022, in the college auditorium for degree students. Led by the esteemed Ustad Ateeq Hussain Khan Bandanawazi Al-Hashmi, this performance will enrich cultural appreciation among students.




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4. Induction Courses for First Years:

The Academic Committee is tasked with foreplanning general sessions starting from 31/08/2022 to ensure a smooth transition into the semester. This includes structuring orientation programs, scheduling workshops, and arranging support services for students. Departments have been duly informed to plan and execute Bridge Programs tailored to their respective disciplines and to conduct ISLAL (Identification of Slow Learner's and Advanced Learners) Examination in Mastersoft on 1st October 2022.

5. Formal Proposal to Begin Radio Telecast:

A formal proposal to initiate radio telecast was presented and discussed. It was unanimously agreed upon to proceed with the implementation of radio telecast, subject to further planning and resource allocation. Additionally, It was decided that a Grand Launching event for *Feats* RADIO KFASC will be held on August 15, 2022.

6. NAAC File Documentation Status:

The current status of NAAC file documentation was reviewed. It was noted that significant progress has been made, and the remaining tasks will be expedited to ensure timely submission.

7. Onam Celebration:

Plans for the upcoming Onam celebration were deliberated upon. It was decided to organize a vibrant celebration, incorporating traditional festivities and cultural performances.

8. Department wise PTA meeting

It was resolved to convene department-wise PTA meetings starting from September 22, 2022. Scheduled dates will be collected from each department to ensure that meetings are conducted between September 22nd and 29th.

Mohammed Labeeb M extended a heartfelt vote of thanks to all members for their active participation and valuable contributions towards the successful conduct of the meeting.




Prof. M. ABDUL AZEEZ
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IQAC MEETING MINUTES 2022-23

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Reference No:KFASC/IQAC/ NOTICE/03/2022-23/22

Date:13-10- 22

Notice

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 17 October 2022, at 2.00 PM in IQAC Hall.

Agenda

1. Welcome
2. Enhancing Faculty Development through Specialized Programs
3. Coordination and Arrangements for the Grand Alumni Meet
4. Planning and Execution of Diverse Programs
5. Vote of Thanks


IQAC COORDINATOR




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Reference No:KFASC/IQAC/ MINUTES/03/2022-23/22

Date: 17-10- 22

Meeting Minutes

Date: 17 October 2022

Venue: IQAC Hall

Time: 2:00 PM

Agendas and Resolutions:

The meeting commenced with a warm welcome extended by T.K. Faheema, IQAC Coordinator, acknowledging the presence of all IQAC members. Principal Prof. M. Abdul Azeez addressed the gathering, highlighting key points and objectives to be discussed during the meeting.


2. Faculty Development Programs

Faculty Development Programme is scheduled from October 27, 2022 to November 02,2022 on "Enhancing Excellence Through Outcome Based Education: Strategies and Best Practices". This program, organized by IQAC aims to equip faculty members with the necessary skills for outcome based teaching approaches. All faculties will be informed of the detailed program schedule through the Brochure

3. Coordination and Arrangements for the Grand Alumni Meet

A Grand Alumni Meet is scheduled for November 19, 2022, aimed at reconnecting alumni with the institution and fostering a sense of community among past and present members. And an organizing committee was entrusted to develop a program agenda, create promotional materials, coordinate logistics, manage attendee registration,




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assign roles to committee members, and gather feedback post-event for future engagement opportunities.

3. Planning and execution of diverse programmes

It is resolved to meticulously plan and execute diverse programmes. Association inaugurations should be efficiently scheduled, emphasizing invited talks by resource persons that focus more on educational purposes rather than entertainment. Gender sensitization initiatives will be conducted, aiming to foster awareness and additionally, Lecture Series and Invited Talk Series, orientation sessions have to be organized under respective clubs, to provide valuable insights and opportunities for all participants.

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


IQAC COORDINATOR





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IQAC MEETING MINUTES 2022-23

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Reference No:KFASC/IQAC/ NOTICE/04/2022-23/22

Date:07-12- 22

Notice

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 08 December 2022, at 2.00 PM in IQAC Hall.

Agenda

1. Welcome
2. Assessment of Student Learning Levels and Tailoring Special Programs
3. Promotion of Remedial Coaching and Peer Group Teaching
4. Review of initiations and developments from the part of PACE
5. Data Entry for NAAC Accreditation during the Christmas holidays


IQAC COORDINATOR




Dr. M. ABDUL AZEEZ
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Reference No:KFASC/IQAC/ MINUTES/04/2022-23/22

Date: 8-12- 22

Meeting Minutes

Date: 08 December 2022

Venue: IQAC Hall

Time: 2:00 PM

Agendas and Resolutions:

The meeting commenced with a warm welcome extended by T.K. Faheema, IQAC Coordinator, acknowledging the presence of all IQAC members. Principal Prof. M. Abdul Azeez addressed the gathering, highlighting key points and objectives to be discussed during the meeting.

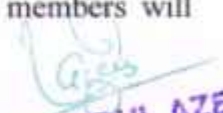
2. Assessment of Student Learning Levels and Tailoring Special Programs:

Comprehensive assessment procedures will be conducted to evaluate student learning levels, incorporating various metrics such as plus two marks, bridge course exams, and classroom observations. Based on the assessment results, tailored programs will be designed to address the needs of both advanced and slow learners, with departments overseeing implementation.

3. Promotion of Remedial Coaching and Peer Group Teaching:

Priority will be given to providing remedial coaching sessions for students requiring additional support. Furthermore, the promotion of peer group teaching activities will be encouraged to foster collaborative learning among students. Faculty members will




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organize remedial coaching sessions, while students will actively participate in peer group teaching activities under faculty guidance.

4. Review of initiations and developments from the part of PACE

Updates on PACE's initiatives and developments, including the commencement of faculty workshops introducing new teaching methods, positive feedback received, student orientation sessions clarifying assessments, exploration of partnerships with industries and community groups, and progress discussions on Mini EXL projects aligned with university curriculum standards were presented. Mrs. Beenamol NS, the project coordinator, briefed on the status of Value and Skill-based courses offered for the current year. And Mr. Suhail K P, CCEO, reviewed the progress of Community Engagement Programs (CEP) offered in each department.

5. Data Entry for NAAC Works:

It was decided to undertake data entry work for NAAC (National Assessment and Accreditation Council) activities during the Christmas vacation, ensuring timely completion and submission of necessary documentation.

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


IQAC COORDINATOR




M. A. ABDUL AZEEZ
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IQAC MEETING MINUTES 2022-23

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Reference No:KFASC/IQAC/ NOTICE/05/2022-23/23

Date:02- 01- 23

Notice


All IQAC members are hereby informed that an IQAC Meeting is going to be held on 03 January 2023, at 2.00 PM in IQAC Hall.

Agenda

1. Welcome
2. Discussion and Preparation for Scheduled Audits
3. Happiness& Wellness Sessions
4. MOU with Malabar College of Advance Studies as part of Margadarshan
5. ISO 21001:2018 Certification
6. International Talk Series
7. Institutional strategic plan


IQAC COORDINATOR




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Reference No:KFASC/IQAC/ MINUTES/05/2022-23/23

Meeting Minutes

Date: 03 January 2023

Venue: IQAC Hall

Time: 2:00 PM

Agendas and Resolutions:

The meeting commenced with a warm welcome extended by T.K. Faheema, IQAC Coordinator, acknowledging the presence of all IQAC members. Principal Prof. M. Abdul Azeez addressed the gathering, highlighting key points and objectives to be discussed during the meeting.

2. Discussion and Preparation for Scheduled Audits

In recognition of the upcoming audits scheduled by Nature Science Foundation, covering a wide spectrum of assessments crucial for our institution's development and compliance, IQAC Committee convened to ensure thorough preparation and effective response. The plan for conduct of External Academic Audit was discussed and formalised. In the first step, individual faculty members will be requested to submit their Monthly Self Evaluation Documents, that will contain questions seeking information relating to self-assessment of past activities, future plans, challenges and suggestions. In the next step, a discipline wise interaction with academic experts will be held. We acknowledge the comprehensive scope of these audits, including Academic and Administrative Audit, Green Audit, Environment Audit, Energy Audit. Therefore, we commit to review audit objectives for alignment with goals and regulations, assign




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responsibilities, implement pre-audit procedures, and develop plans for compliance and improvement based on findings to enhance performance and sustainability

3. Happiness & Wellness Sessions

The institution has resolved to continue its commitment to fostering a positive campus environment by organizing sessions aimed at promoting happiness and wellness. In collaboration with the IQAC and the Department of Physical Education, the institution will host the first of these sessions on 01/02/2023. Through these initiatives, the institution aims to cultivate a supportive and nurturing atmosphere conducive to the holistic development of its students and staff.

4. MOU with Malabar College of Advance Studies as part of Margadarshan

In furtherance of its goal to enhance academic exchange and receive guidance for NAAC Accreditation, the institution has resolved to strengthen its collaboration with Malabar College of Advanced Studies. This will be accomplished through the signing of a memorandum of understanding (MOU) on 17/02/2023, as part of the Margadarshan initiative.

5. ISO 21001:2018 Certification

The institution's commitment to upholding high standards in educational services and management systems is reinforced by its achievement of ISO 21001:2018 Certification on 15 November 2022. In the meeting, the Principal announced the institution's dedication to meeting the rigorous requirements of ISO 21001:2018 and emphasized the importance of ensuring continuous improvement in the delivery of educational services and management practices.

6. International Talk Series

In pursuit of academic enrichment and critical discourse, the institution has resolved to organize an International Talk Series on the theme of "Gandhi and Politics." Facilitated by the Department of Political Science, this series will commence on 24/02/2023 and will feature esteemed speakers and scholars who will analyze Gandhi's principles, strategies, and relevance in contemporary political contexts. Through this initiative, the




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institution seeks to promote intellectual engagement and deepen understanding of socio-political issues.

7. Institutional strategic plan

The institution is committed to realizing its strategic objectives in alignment with its vision and mission and departmental action plans. To this end, it has resolved to implement its institutional strategic plan effectively, with the active involvement of the IQAC. By working collaboratively towards shared goals, the institution aims to achieve sustainable growth and excellence in all areas of operation.

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


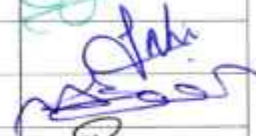



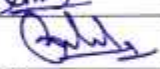
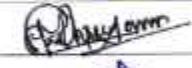






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TAKKAL FARDOK ARTS & SCIENCE COLLEGE
PARAPPUR(P.O) - 676 503




IQAC MEETING MINUTES 2022-23

MEETING ATTENDANCE

Sl. No	Position	Name of the Member	Designation	Signature
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	Mujeeb. T.P	HOD, Department of Commerce & Management	
6.	Member	Sampreeth T M	HOD, Department of Political Science	
7.	Member	Suhail. K	HOD, Department of Physics	
8.	Member	Dr. Chithra.M	HOD, Department of Botany	
9.	Member	Aswathi.K.T	HOD, Department of Economics	
10.	Member	Aboobacker Kutty Naha	HOD, Department of Mathematics	
11.	Member	Samsheer. K	HOD, Department of Physical Education	
12.	Member	Beenamol N S	Coordinator, Department of Mathematics	
13.	Member	Suhail. K.P	CCEO	
14.	Member	Rajeena. T.P	Librarian	
15.	Member	Mohamed Haneefa.K.T	Office Superintendent	




Prof. M. ABDUL AZEEZ
PRINCIPAL
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
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INTERNAL QUALITY ASSURANCE CELL

KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

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

16.	Member	T. Moideen Kutty Alias Kunhu	Secretary	
17	Member	P Usman Kutty	Industrialist, President FES	
18	Member	Safwan. N	Student Representative	
19	Member	Mohammed Adil.K	Alumni Representative	




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Reference No:KFASC/IQAC/ NOTICE/06/2022-23/23

Date: 08- 03- 23

Notice

All IQAC members are hereby informed that an IQAC Meeting is going to be held on 11 March 2023, at 2.00 PM in IQAC Hall.

Agenda

1. Welcome
2. Job Fair 2023 Planning
3. College Graduation Ceremony Planning
4. Appreciation of Winners
5. Stakeholder Feedback Collection and Presentation
6. Verification of Departmental Files and Documentation

IQAC COORDINATOR




ABDUL AZEEL
PRINCIPAL
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Reference No:KFASC/IQAC/ MINUTES/06/2022-23/23

Date: 11 - 03- 23

Meeting Minutes

Date: 11 March 2023

Venue: IQAC Hall

Time: 2:00 PM

Agendas and Resolutions:

The meeting commenced with a warm welcome extended by T.K. Faheema, IQAC Coordinator, acknowledging the presence of all IQAC members. Principal Prof. M. Abdul Azeez addressed the gathering, highlighting key points and objectives to be discussed during the meeting.

2. Job Fair 2023 Planning:

To address the pressing need for employment opportunities, the Placement Cell has been tasked with strategically scheduling a Job Fair in the second week of March. This event is envisioned as a vital link between academia and industry, providing a platform for networking, interviews, and interactive sessions to connect students and graduates with potential employers.

3. College Graduation Ceremony Planning:

In collaboration with Farook Educational Society, a College Graduation Ceremony is slated for June to celebrate the academic achievements of outgoing students. Meticulous planning ensures that the event not only honors student accomplishments but also distributes scholarships and promotes environmental sustainability through a green




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campus proclamation, showcasing our commitment to a successful and environmentally conscious ceremony.

4. Appreciation of Winners :

Recognizing outstanding achievements, such as those of Shancer .P, Fahima Vadakkan, and Sidharth.T.J, is pivotal to the success of the College Graduation Ceremony. By acknowledging their remarkable feats, which include record-setting, competition wins, and athletic excellence, we foster a culture of excellence and inspiration. Their inclusion in the ceremony underscores our dedication to celebrating the diverse talents and accomplishments within our student body.

5. Stakeholder Feedback Collection and Presentation:

A resolution has been passed to initiate the collection of feedback from stakeholders, led by Mohammed Haneefa K. T from the Administrative Department. The objective is to gather insights from students, faculty, staff, and parents to identify areas for improvement. The coordination of feedback collection and presentation of findings at the next IQAC meeting aims to drive continuous improvement and enhance institutional effectiveness.

6. Verification of Departmental Files and Documentation:

A comprehensive verification of departmental files has been decided upon to ensure accuracy, completeness, and adherence to established protocols. This initiative aims to facilitate more effective record-keeping, thereby enhancing organizational efficiency and integrity.

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




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