

Agenda and minutes of the IQAC meeting held on 10-06-2022 at 10.30 am at Principal's Chamber.

Agenda: 1. Future plans for quality enhancement for the academic year 2022-23.

2. Any other matter permitted by the chair.

Members Present:

1. Mohd Saleem
2. Dr. Vijayakumari. K
3. Dr. Chir Paroog. T. K.
4. Dr. Niranjana. K. P
5. Rishad. K.
6. Dr. Munthasir N S
7. Dr. Azeel Ahmad nashid
8. Mohammed Sareef. K
9. P.M. RUBEENA.
10. Dr. Anees Mohammed C

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Decisions taken:

1. It was decided to complete the AQAR for the year 2020-21 by ~~June~~ 17th June 2022.
2. Verify the AQAR 2020-21 before 15-06-2022.

Following teachers are assigned to verify the criteria

Criteria 1 - V.I.J,

Criteria 2 - MZ, NIR

Criteria 3 - AMe

Criteria 4 - FQ

" 5 - MSK

" 6 - RK

" 7 - AW.

3. Resolved to submit AQAR 20-21 on 20-6-2022.
4. Resolved to empower the college website.
5. Dr. Anees Mohammed is entrusted as criterion head for crit. 3 instead of HK.
6. Resolved to implement ERP software.
7. A committee is to be formed for Academic and

administrative auditing
 Future plans 2022-23

1. Installation of MIS - DDFS
2. Upgrade Psychology lab collaborating with Dept. of Psychology



Prof. (P.D.) T. Mohamed Saleem

For
 P.O.

[Signature]

Agenda and minutes of the IQAC meeting held on
29/07/2022 11 am at Principal's chamber

Agenda

1. AQAR (20-21) submission
2. Introduction of new add on Courses.
3. Any other matters permitted by the chair.

Members present

1. Mohamed Salem
2. Dr. Vijayakumari K.
3. Rishad K.
4. Dr. Mumthas NS
5. Dr. Umer Farooque T.K.
6. Dr. Niranjana K.P.
7. Dr. Azeel Abdul Wahid
8. Mohammed Sreef U.
9. P.M. RUBEENA.
10. Dr. Anees Mohammed C

Decisions taken.

It was resolved to review and modify AQAR (20-21) by IQAC members as the date of submission is extended.

It was decided to take necessary actions to complete the extra questions to be answered in AQAR (20-21).

The meeting entrusted Dr. Anees Mohammed C to update the information regarding introduction of new add on courses.

The meeting resolved to entrust Dr. Rekha P to conduct an online orientation on APA style of referencing for PG students and research scholars.

Action taken report

IOAC members were asked to review the criterion and extended profile as per the following Schedule

MZ - Crit-1, NIR - Crit-2, AME - Crit-3, FQ - Crit-4, Aseed - Crit-5, RK - Crit-6, Sharif - Crit-7
 AME submitted an action plan for the add-on course for the academic year 2022-23.
 Dr. Rekha arranged the lecture on APA style of referencing for M.Ed and research students on 8/8/2022, the resource person being Dr. K. Thiyaagu, Asst. Professor, School of Education, Central University of Kerala, Kasargod.



Prof. (Dr.) T. M. Farooq Saleem
 Principal
 Farook Training College
 P.O. Farook College, Kozhikode

Agenda and minutes of the IQAC meeting held on 01-09-2022 at 2.30 pm at Principal's Chamber.

Agenda:

1. AQAR (20-21) review
2. Re constitution of IQAC
3. Preparation of SSR.
4. Any other permitted by chair.

Members Present:

1. Mohammed Saleem
2. Dr. Vijayakumari K.
3. Dr. Amer Farooque T.K.
4. Dr. Niranjana K.P.
5. Dr. Azeel Abdul Wahid
6. Rishad K.
7. Mohammed Suroof U.
8. Dr. Anees Mohammed C.
9. P.M. RUBEENA.

The meeting resolved to entrust the respective criterion heads to verify the submitted AQAR (20-21) as per the suggestions by NAAC.

Research Scholar Zeenath P.Y is selected as the student representative of IQAC for the academic year 2022-23.

The first draft of the SSR to be prepared on 14th Sept. 2022 by organizing a work shop.

The committee for each criterion to prepare SSR is formed as below.

Criterion 1: FJ, ABD

Criterion 2: MZ, IRS.

Criterion 3: PQ, AMC

Criterion 4: MSK, JHR.

Criterion 5: AT, RAJ

Criterion 6: RK, AW

Criterion 7: NC, RP

VIJ, JM, NIR, FA are assigned for the preparation of extended profile.

An international level programme on Ethical meaning of Masters in Education with

as resource person, Workshop on research reporting with resource person as Dr. Thiyaagu, Asst. Professor CUK, Kavaragod are planned on 19th and 20th Sept 2022.

A training programme for NTS is also planned and ^{Junior hyperintendent} Rubena is entrusted to organize the programme.

Action taken

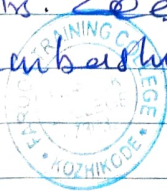
The corrections are made by the criterion heads and IQAC members in the AQAR 20-21 as per the suggestions/remarks of NAAC.

The faculty members are informed about the SSR workshop on 14th Sept. 2022 and the printed copy of SSR are distributed for criterion heads for reference.

AAW, RP, RK and FA have taken the initiative for the international and national colloquium/workshop.

Mrs. Rubena has taken initiative for training programme for NTS.

Mrs. Zeenath P.Y is informed about the membership in IQAC through phone.



Prof. (Dr.) Ned Saleem
Principal
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Agenda and minutes of the IQAC meeting held on 03-10-2022 3.30 pm at Principal's Chamber

Agenda

AQAR 2021-22

SSR

Any other permitted by the Chair.

Members present.

1. Mohamed Saleem M.
2. Dr. Azeed Abdul Wahid A.
3. Dr. Umair Farooque T.R. U.
4. Dr. Mumthas NS M.
5. Dr. Nivangama K.P. N.
6. Dr. Anees Mohammed C A.
7. P.M. RUBEENA. R.
8. Dr. Vijayakumari K. V.
9. Zeevath P. Z.

The meeting discussed about the AQAR 2021-22 and resolved to complete the process at the earliest. A review of the workshop on preparation of SSR was done and expressed content on the progress.

It was decided to arrange the necessary supporting documents of AQAR 2021-22 criteria. The meeting resolved to involve research scholars in the preparation of SSR after giving an orientation.

Training programme for NTS is to be organised and Smt. P.M. Rubena is entrusted to organise the programme.

Action taken

- * IQAC co-ordinator gave an orientation on SSR to the research scholars.
- * Each criterion group (CAQAR) initiated the process of selection and arrangement of supporting documents of completed items

2/11/21



Prof. (Dr.) T. Mohamed Saleem
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Agenda and minutes of the IQAC meeting held on
21-11-2022 3 pm at Principal's chamber

Agenda

AQAR 2021-22 Review

SSR preparation- orientation

Any other permitted by the chair.

Members present -

1. Mohd. Sidiq
2. Dr. Vijayakumari. K Pin
3. Dr. Niranjana. K. P. No
4. Dr. Anees Mohammed C. Pin
5. Dr. Azeem Abdul Wahid K
6. Dr. Omar Farooque. T.K. Pin
7. Dr. Munthas A.S. GMM
8. Zeenatti. P. Y. Pin

The meeting discussed the progress of preparation of AQAR for 2021-22 and analyzed the same criteria wise. Criterion heads are entrusted to complete the task.

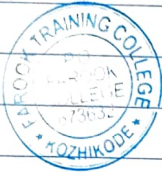
As the previous workshop on SSR preparation was based on the earlier version of SSR, an orientation for the same is scheduled in the month of December 2022.

The committee discussed on the recent request of Program co-ordinator, Focus group of Curriculum Revision Committee, SCERT, Kerala to organize a workshop to finalize the report in the college and resolved to permit the same.

Workshop for SAG (State Achievement Survey) also was discussed and resolved to conduct the workshop of Achievement Survey.

Action Taken

1. Workshop on Curriculum Revision
- Focus group 3 - 3 days residential workshop on vision paper editing cum translation was organized at FTC from 28/11/22 to 30/11/2022.
2. Completed the draft copy of AGAR 2021-22.
- 3.

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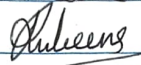
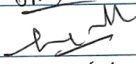
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Agenda and minutes of IQAC meeting held on 23-12-2022
11:30 am at Principal's chamber

Agenda

1. AQAR 2021-22 Approval
2. SSR preparation.
3. Any other permitted by the chair.

Members present

1. Mohd. Salm 
2. Dr. Vijayakumari K 
3. Dr. Anees Mohammed C 
4. P. M. RUBEENA. 
5. Dr. Umer Farooque T.K. 
6. Dr. Azeel Abdul Wahid 
7. Dr. Nivanjama K.P 
8. Dr. Munthas N S 
9. Zeenath P.Y 

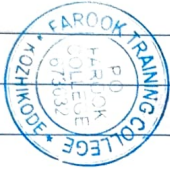
1. Draft Copy of the AQAR 2021-22 was analysed in the meeting and was approved for submission. The meeting resolved to initiate the work for preparation of SSR immediately. The ^{orientation} ~~first~~ workshop for the same ~~was~~ is scheduled on 29/12/2022 involving all the faculty members.

A certificate Course ~~was~~ 'Data Analysis: A Basic Course' is proposed by Dr. Muneer V is approved by the cell.

Action taken.

1. AQAR 2021-22 was re-checked and submitted on 03/01/2023.
2. Criterion wise meeting was conducted to discuss the merits and demerits in each criteria

3. An orientation programme was conducted on SSR preparation for all staff by Principal on 29/12/2022 in online mode.
4. The progress of preparation of SSR was discussed with each criterion heads.



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Agenda and minutes of IQAC meeting held on
05-01-2023 3.30pm at Principal's chamber.

Agenda.

1. IQA submission.
2. SSR
3. Any other permitted by the chair.

Members Present .

Dr. Mohamed Sajeem	<u>h</u>
Dr. Muneer K. A.	<u>mm</u>
Dr. Fathima Fazeena	<u>A</u>
Rajitha K. V	<u>mm</u>
Dr. Azeed Abdul Wahid	<u>K</u>
Dr. Umer Farooque P.K.	<u>H</u> 05/01/2023
Dr. Jouhar Munavvar T	<u>Jouhar</u>
Dr. Rekha P	<u>P</u>
Rishad K. K. Kottamthozhi	<u>m</u>
Zeenathi P. Y	<u>hi</u>
Dr. Nivargama K. P	<u>N</u>

The meeting discussed on the progress of preparation of SSR. Principal discussed with IQAC members on the completion of IQA and to collect the necessary documents.

Strength and weakness of the college based on each criteria was discussed. Need for SSR correction works to be made fast was discussed in the meeting.

Action taken:

- Each criterion was analyzed in depth by the committee members, research scholars and IQAC members.
- Corrections in SSR are incorporated as per the suggestions of the special groups after analysis.

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P.O. Farook College, Kozhikode

Agenda and minutes of 10th meeting held on 31-03-2023
11:30 am at Principal's Chamber.

Agenda

1. SSR preparation
2. Future plans
3. Any other permitted by the chair

Members present

1. Mohd Sukh
2. Dr. Umer Farooque T.K. HZ
3. Dr. Azeel Abdul Wahid
4. Mohammed Sareef K
5. Dr. Vijayakumari K
4. Dr. Mumthas. NS
5. Rishad. K.
6. P.M. RUBEENA
7. Zeenatti. P.Y
8. Dr. Niranjana. K.P
9. Dr. Anees Mohammed C

The need of preparation and submission of SSR was highlighted by the principal. Importance of benchmark analysis of SSR was analysed and decided to collect some documents on that.

A Committee to improve SSR was formed with IM, RP, FC, NIR as members.

As future plans the following decisions were made.

1. Invite quotation to rearrange the labs and overall ambience of the college.
2. Buy new chairs to auditorium

- Prepare ramb / lift to library
- Organise FDP for teachers
- Training programmes for NTS

Action taken.

1. An on line meeting was conducted and assessed the progress of preparation.
2. University orders on approval of courses in the college was collected.
3. Each criterion is analysed question wise by the special team.
4. Documents for SSR are collected and arranged by each criterion group.
5. Entrusted Dr. Aseel Abdul Wahid to conduct Faculty Development programme and conducted a 7 day program on Concerns of Academic research in Social Sciences from 10 to 16 May 2023 in collaboration with ISS College of Teacher Education Perinthalmanna & Khaja Bandanawaz University, Karnataka.



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Agenda and Minutes of IQAC Meeting held on
05.06.2023 11 30 am at Principal's Chamber.

Agenda

- 1 SSR Report Presentation
- 2 SSR Report Submission after correction
- 3 Future plans
- 4 Any other permitted by the chair.

Members present

- 1 Mohd SH
- 2 Dr. Mumthas NS
- 3 Dr. Vijayakumari K
- 4 Dr. Umar Farooque F.K.
- 5 Dr. Anees Mohammed C
- 6 Dr. Nivanjama K.P.
- 7 Dr. Azeel Abdul Wahid
- 8 Dr. Mohammed Sarief. K. Aze
- 9 P.M. RUBEENA
- 10 Zeenati P.Y.

The status of SSR presented by the members in charge of each criteria. It was decided to conduct a discussion on each criteria of final draft of the SSR and to submit the final SSR on or before 02.07.2023. The schedule for presentation of SSR (Criteria wise) was prepared. The schedule is as follows:

06.06.2023 to 14.06.2023 at 3.00 to 4.00 p.m at MMI hall.

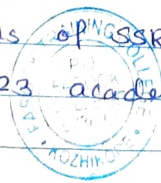
The following decisions were made as future plans;

1. To conduct a workshop on Research data analysis and interpretation for M.Ed. students and Research scholars.
2. To conduct B.Ed. and M.Ed. admission through Software.
3. To collect queries and suggestions regarding ITCF from faculty members for presenting in the meeting of Principal's with higher education authorities.

4. Memorandum of Understanding with ILAB Society for collaborating in the educational upliftment activities of coastal area.
5. Sharing of experiences by Dr. Wahima Shahnaq Ulladan and Dr. Rishad K after their summer course in APU, Bangalore.

Action Taken:

1. On the scheduled date the criterion wise discussion was conducted and the faculty members in-charge of each criteria was entrusted to incorporate the suggestions and to submit the final report of SSR on 02.07.2023.
2. Final SSR was submitted to IQAC which was forwarded to the Principal and IQAC members for further leading.
3. Workshop on Research Data Analysis and Interpretation was conducted by IQAC, M-Ed and Research Association on 22.06.2023.
4. Memorandum of Understanding with ILAB was checked, verified and forwarded to the Principal by IQAC Co-ordinator. Later, Principal approved the MoU with ILAB.
5. Gform was circulated among the faculty members to collect responses on ITEP on the aspects issues and concerns on ITEP.
6. Training for Software (Embase) was conducted for those who are in-charge of admission (both for TS and NTS).
7. Criterion heads of SSR are entrusted to upload documents of 2022-23 academic year.



Agenda and Minutes of IQAC Meeting held on
12.07.2023, 3.00 p.m. at Principal's Chamber.

Agenda.

1. IQA Submission
2. Appointment of Compliance officer (Order of HE dept)
3. SSR documents preparation.
4. Any other permitted by the chair.

Members Present:

- | | |
|------------------------|--------------------------|
| 1. Mr. Selva | 5. Dr. Azeel Abdul Wahid |
| 2. Dr. Murthas NS | 6. Dr. Umer Farooque |
| 3. Dr. Nivargama. K.P. | 7. P.M. RUBEENA |
| 4. Dr. Anees Mohammed | 8. Dr. Vijayakumari K |

The IQAC members reviewed the work done by members of each criterion of SSR. IQAC co-ordinator briefed about the status of SSR submitted. Principal suggested for expert reviewing of SSR submitted.

The following decisions were made on future plans:

1. It was decided to read the Self Study Report (SSR) by IQAC members and Principal.
2. It was decided to submit IQA during the First Week of August 2023.
3. SSR supporting documents preparation was entrusted to section heads.
4. A visit to Nilgiri College of Arts and Science, Thaloor. Recently NAAC A++ accredited college by a Team led by IQAC.
5. It was decided to appoint Dr. Nasimudheen T as ~~Sub~~ International Students' Compliance officer.
6. F-talk or Talk Series by PG department or Research Scholars Association was recommended by IQAC members.
7. IQAC coordinator and Dr. Vijayakumari K along with Principal was entrusted to prepare and collect data for IQA.
8. Dr. Noufal C was entrusted to inform students about NICE

Action Taken

1. Principal and IQAC members Dr. Vijayakumari and Dr. Niranjana K.P prepared and collected data related to IQA.
 31.07.2023
2. Criterion heads uploaded the documents to IQAC drive on completion of each question.
3. M. Ed. Association conducted a web talk series on Positive Attitude Towards life on 19.07.2023.
4. Dr. Nowfal. C who was entrusted with 'National Inter-college Crossword Expedition (NICE)' informed and motivated students to participate in crossword competition.
5. A team of 5 faculty members led by the College IQAC visited Nilgiri college of Arts and Science, Thaloor, Tamil Nadu on 24th July 2023 and held discussion with the Principal and Secretary regarding the activities, best practices and significant developments of college.
6. Dr. Niranjana K.P and Dr. Vijayakumari verified the prepared data of IQA on 31-08-2023.
7. IQAC coordinator submitted the result of C form on ITP issues and concerns to Principal.



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