



# Farook Training College

Research Centre in Education.  
Farook College, Kozhikode, Kerala.

## Cycle 3 NAAC Re-accreditation 2023.


### SSR - Criterion I

#### 1.1.2. List of persons who participated in the process of in-house curriculum planning

#### Affidavit

I do here by certify that, all the pages in this document are duly authenticated by me, under my privilege as the Head of the Institution of Farook Training College Kozhikode, Kerala



  
Principal  
Farook Training College  
P.O. Farook College, (Calicut)

**List of Persons who Participated in the Process of**  
**In-House Curriculum Planning**  
**(2022-23)**

**List of Faculty**

Sl.No	Name of the Faculty	Designation
1.	Prof. (Dr).T. Mohamed Saleem	Principal.
2.	Dr. Afeef Tharavattaath	Staff Advisor
3.	Dr. Rishad Kolothumthodi	Staff Secretary
4.	Prof. (Dr.). Vijayakumari K.	IQAC Co-ordinator
5.	Prof. (Dr.). Jesa M.	Professor
6.	Prof. (Dr.). Mumthas N.S.	AQAC Member
7.	Mr. Faseel Ahammed	Fine Arts Co-ordinator and NSS Co-ordinator
8.	Dr. Niranjana K. P.	IQAC Member, B.Ed. Co- ordinator
9.	Dr. Jouhar Munavvir T.	Internship Co-ordinator
10.	Dr. Irshana Shahnaz Ulladan	Women Cell Co-ordinator
11.	Dr. Nowfal C.	PETP Co-ordinator, M.Ed. Co-ordinator
12.	Dr. Asceel Abdul Wahid	Admission Nodal Officer
13.	Mr. Fasalul Abid C. M.	B.Ed. Co-ordinator
14.	Dr. Rekha P.	M.Ed. Co-ordinator
15.	Dr. Umer Farooque T. K.	Evaluation and Examination Committee Convenor



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## List of Students

Sl.No	Name of the Student	Designation
	<b>Community Living Camp</b>	
1	Muhammed Basil O P	Community Living Camp Co-ordinator
2	Muhammed Niyas	B.Ed. Mathematics -Representative
3	Sajna U	B.Ed. Natural Science-Representative
4	Abiya Sara Thomas	B.Ed. Physical Science- Representative
5	Samjeev P S	B.Ed. Physical Science - Representative
6	Muhammed Uvais	B.Ed. Social Science - Representative
7	Dhanya N B	B.Ed. Malayalam - Representative
	<b>Study Tour</b>	
8	Muhammed Niyas	Tour Co-ordinator
9	Muhammed Basil O P	B.Ed. Malayalam -Representative
10	Muhammed Uvais	B.Ed. Social Science -Representative
11	Abhi Shankar	B.Ed. Mathematics -Representative
12	Mariha Malik	B.Ed. English - Representative
13	Niya Jolly	B.Ed. Physical Science - Representative
14	Shiji K	B.Ed. Social Science -Representative
15	Naja Mehajebin	B.Ed. Malayalam-Representative
16	Zainaba Rushin	B.Ed. English- Representative
17	Anoop C	M.Ed. Representative
18	Anju B K	M.Ed. Representative
19	Suvin V M	M.Ed. Representative
	<b>Field Trip</b>	
20	Nishad V P	Field Trip Co-ordinator
21	Bincy T K	B.Ed. Social Science -Representative
22	Basila Husna M	B.Ed. Physical Science - Representative
23	Akhila Jasmine	B.Ed. Natural Science- Representative
24	Hanna Sherin	B.Ed. Mathematics- Representative
25	Fathimath Anseeba Nasreen	B.Ed Malayalam- Representative
26	Fathima Shirin P K	B.Ed. English - Representative
27	Praseetha P	M.Ed. Representative
28	Kavya	M.Ed Representative
	<b>Micro Teaching</b>	
29	Fathima Shirin P K	B.Ed. English- Representative
30	Shibini Shana	B.Ed. Social Science-Representative
31	Fathima Anseeba Nasreen	B.Ed. Malayalam -Representative
32	Sinsiya Fathima	B.Ed. Natural Science- Representative
33	Amal Saeed T	B.Ed. Mathematics- Representative
34	Ameena C H	B.Ed. Physical Science -Representative



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### List of Alumni

Sl.No.	Name of Alumni	Programme
1	Midhun Gopi C	B.Ed. Malayalam (20-22)
2	Anjana M	B.Ed. Physical Science (20-22)
3	Nourin Sharaf K	B.Ed. English (20-22)
4	Alinda Joseph	B.Ed. Mathematics (20-22)
5	Ragi Babu	B.Ed Natural Science (20-22_
6	Nihala K	B.Ed. Social Science (20-22)
7	Nivedh K R	M.Ed. (20-22)
8	Sreelal K V	M.Ed. (20-22)
9	Afeefa	M. Ed. (20-22)
10	Haritha P	M.Ed. (20-22)

### List of Experts

Sl. No.	Name of Expert	Programme
1	Dr. M A Sudhir	Emirates Professor, Gandhigram Rural Institute, Tamilnadu
2	Prof. M. N. Mohamedunni Alias Musthafa	Head of the Department of Education, Central University of Kerala
3	Prof. (Dr.). C. M. Bindhu	Professor Department of Education University of Calicut
4	Prof. (Dr.) Noushad P.P.	Professor School of Gandhian Studies M.G. University, Kottayam
5	Prof. (Dr.). Abdul Gafoor K	Professor Department of Education University of Calicut
6	Prof. (Dr.) Joshith V P	Professor Department of Education Central University of Kerala



*Zmj*  
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# Farook Training College

Research Centre in Education.  
Farook College, Kozhikode, Kerala.

## Cycle 3 NAAC Re-accreditation 2023.


### SSR - Criterion I

#### 1.1.2. Meeting notice and minutes of the meeting for in-house curriculum planning

#### Affidavit

I do here by certify that, all the pages in this document are duly authenticated by me, under my privilege as the Head of the Institution of Farook Training College Kozhikode, Kerala



  
Principal  
Farook Training College  
P.O. Farook College, (Calicut)

## Notice of Staff Meeting

9:26 PM 1.3KB/s VoWiFi 37%

←  **FTC STAFF COUNCIL**

Aseel, Faseel, Faseel, FTC, FTC, FTC, FTC, FTC,...

18 October 2022

Dear Teachers,

Due to some inconveniences, staff meeting scheduled to 21.10.2022 is **preponed to\_ 20.10.2022 (Thursday) 10.20 A.M at MMI Hall.**

Agenda

1. NAAC Accreditation
2. Research admission
3. Farewell to retiring NTS
4. Academic Matters
5. Any other matters permitted by the chair

Be available on time for the same..

**Staff Secretary .**

6:37 pm ✓✓



  
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9:25 PM 0.0KB/s VoWiFi 37%



## FTC STAFF COUNCIL

Aseel, Faseel, Faseel, FTC, FTC, FTC, FTC, FTC,...



14 January 2023

Dear Teachers,

A meeting of all faculty members will be held on **20.01.2023 (Friday) 10.00 A.M at MMI Hall.**

Agenda

1. NAAC Accreditation
2. Community Living Camp
3. B.Ed Practical Exam 2023
4. Academic Matters
5. Any other matters permitted by the chair

Be available on time for the same..

**Staff Secretary .**

6:49 pm ✓✓



*2023*  
Principal  
Farook Training College  
P.O. Farook College (Calicut)



## FTC STAFF COUNCIL

Aseel, Faseel, Faseel, FTC, FTC, FTC, FTC, FTC,...

Dear Teachers,

A meeting of all faculty members will be held on **27.02.2023 (Monday) 10.00 A.M at MMI Hall.**

Agenda


1. NAAC Accreditation
2. Academic Matters
3. Any other matters permitted by the chair

Be available on time for the same..

**Staff Secretary .**

8:35 am ✓✓



  
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# FAROOK TRAINING COLLEGE. CALICUT

## MINUTES OF STAFF COUNCIL MEETING (Joint meeting of Teaching and Non-Teaching staff)

Date & Time	: Monday, 06.06.2022. 2.00 P.M
Venue	: FTC MMI Hall
Welcome	: Mr. Rishad Kolothumthodi (Staff Secretary)
Chair	: Dr. T. Mohammed Saleem (Principal, FTC)

### Agenda


1. Selection of office bearers for various academic and Non-Academic committees for the academic year 2022-2023.
2. Constitution of College Council 2022-2023
3. Beginning of Additional Certificate programme in Learning Disability in collaboration with UNESCO Chair, CDMRP & Dept. of Psychology , University of Calicut
4. NAAC Accreditation
5. Academic matters
6. Other matters permitted by the chair

The meeting began at 2.00 P.M with the welcome address by staff secretary. He introduced the agenda of the meeting to the participants and requested all faculty members to contribute in the discussion. Honourable chair, Dr .T. Mohammed Saleem delivered the introductory speech. Fruitful discussions were held on each items in the agenda. The members recorded their opinions and suggestions on each item. Staff Secretary summarised the decisions and suggestions of the meeting. The meeting adjourned at 5.00 P.M

### Suggestions and resolutions of the meeting

- The principal briefed the progress in the administrative aspects of the Institution.
- The meeting unanimously selected the office bearers for the Academic and Non-academic Committees and wings for the academic year 2022-23
- Resolved to direct all committees and wings formed in the college to conduct meetings before 15<sup>th</sup> of this month and document the same.
- **Resolved to constitute the college council for the academic year 2022-23.**
- Dr. Vijayakumari presented a proposal to begin a Add on programme in Learning Disability in collaboration with Department of Psychology, University of Calicut under the CDMRP project. The meeting entrusted Dr. Vijayakumari to study the matter in detail and to go ahead with the follow up activities.




  
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- The meeting formed a committee to study and submit a report on the feasibility of beginning more add on programmes with DR. Anees Mohammed, Dr. Afeef Tharavattath and Mrs. Irshana Shahnaz as members.
- It is resolved to accelerate the NAAC accreditation related activities.
- The council approved the Semester plan for second semester B.Ed. Programme.
- B.Ed. coordinator briefed the academic matters of second semester B.Ed. Programme.
- B.Ed. coordinator briefed the progress in the academic matters of fourth semester B.Ed. Programme.
- Coordinators of M.Ed. Programme briefed the progress of the second semester and fourth semester academic matters.
- The Principal informed that the Open defence and Viva-Voce of faculty member Irshana Shahnaz Ulladan will be held on 17-06-22.
- **Decided to organize a workshop on 'Academic writing' for the 4<sup>th</sup> semester M.Ed. students on 16-06-2022.**
- Research coordinator reported the matters regarding the renewal of Research Centre.
- PTEP Coordinator presented the results of the K-TET results. The meeting made an analysis of the result and recorded satisfaction on the outstanding victory. The council appreciated the winners and the PTEP Coordinator.
- Analysis of the second semester B.Ed. Examination has been done in the meeting and recorded satisfaction on the results.
- The principal reminded the Teaching and Non-teaching staff about the existing code of conduct to be maintained while interacting with students. He advised all to be very alert while behaving with students.
- College council for the year 2022 – 23 constituted in the meeting involves the following members.

- |                                 |                                    |
|---------------------------------|------------------------------------|
| 1. Dr. T Mohammed Saleem        | : President (Ex Officio)           |
| 2. Mr. Rishad Kolothumthodi     | : Secretary                        |
| 3. Dr. Mumthas N.S              | : Senior Faculty, Education        |
| 4. Dr. Vijayakumari K           | : Senior Faculty, Mathematics      |
| 5. Dr. Jeza M                   | : Senior Faculty, English          |
| 6. Dr. Afeef Tharavattath       | : Senior Faculty, Natural Science  |
| 7. Dr. Jouhar Munavvir          | : Senior Faculty, Social Science   |
| 8. Mrs. Irshana Shahnaz Ulladan | : Senior Faculty, Physical Science |
| 9. Mr. Mohammed Sareef K        | : Senior Faculty, Malayalam        |
| 10. Mr, Faseel Ahammed          | : Faculty , Physical Education     |
| 11. Mrs. Aswathi KK             | : Faculty , Performing Arts        |



  
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- |                           |                         |
|---------------------------|-------------------------|
| 12. Mr. Subhash Chalil    | : Faculty , Visual Arts |
| 13. Dr. Umer Farooque T.K | : Faculty , Education   |
| 14. Mrs. PM Rubeena       | : Ministerial head      |
| 15. Mrs. Sabira M         | : UGC Librarian         |

- Office bearers of various Academic & Non-academic Committees for the academic year 2022 – 2023 are as follows

- |  |   |
|--|---|
| • Staff Secretary                                  | - Mr. Rishad Kolothumthodi  |
| • Staff Advisor to the students union              | - Dr. Afeef Tharavattath  |
| • Returning Officer for Union Election             | - Dr. Mumthas NS  |
| • Staff Editor                                     | - Dr. Jouhar Munavvir   |
| • Fine Arts Club Director                          | - Mr. Faseel Ahammed  |
| Members  | -Mrs. Aswathi KK, Mr Subhash C  |
| • B.Ed. coordinators -                             | -Dr. Niranjana K.P (2 <sup>nd</sup> Year) &<br>Mr. Fasalul Abid CM (1 <sup>st</sup> Year) |
| • M.Ed. coordinators                               | - Dr. Rekha P (2nd Year) &<br>Dr. Jesa M (1 <sup>st</sup> Year)                           |
| • Internship coordinators                          | -Dr. Jouhar Munavvir &<br>Mr. Muhammed Sareef K   |
| • Evaluation and Monitoring Committee-<br>Convenor | - Dr. Umar Farooq TK  |
| Members  | -IQAC Coordinator, Staff Secretary,<br>B.Ed & M.Ed coordinators                           |
| • Time Table Committee                             | - Dr Niranjana KP, Mr. Nowfal C,<br>Fasalul Abid CM & Mrs. Rajitha KV                     |
| • Academic Calendar Committee                      | - Dr Niranjana KP, Mr. Rishad K,<br>Mr. Nowfal C.   |
| • Field Work                                       | - Dr Afeef T, Mr. Nowfal C, Rajitha KV &<br>Mrs. Aswathi KK                               |
| • SUPW   | - Dr. Fathima Jaseena MPM, Mr Subhash C   |
| Mrs. Aswathi K.K                                   |   |
| • EPC Coordinators                                 | - Dr. Fathima Jaseena, Mr. Nowfal C   |
| • Demo, Criticism & Practicals                     | - Dr. Jouhar Munavvir & Dr. Umer  |
| Farooque TK  |   |
| • Hostel warden                                    | - Mrs. Irshana Shahanas Ulladan   |





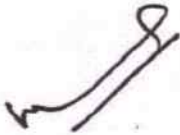
- Attendance in charge
  - Malayalam
  - Mathematics
  - Natural Science
  - Physical Science
  - Social Science
  - M.Ed.
  - Uniform and Records Committee
  - Admission Committee-
  - Nodal Officer
  - Members
  - PTA  
Dr. Niranjana K.P
  - Extension Activities
  - School adoption project
  - Career and placement cell
  - Media & Documentation  
& Mrs. Irshana Shahnaz Ulladan
  - Pain & Palliative
  - Edusupport  
Convenor  
Members
  - Finishing School –  
Convenor  
Members
- English : Nowfal C,
  - Rajitha KV,
  - Mr. Rishad K,
  - Dr. Afeef T
  - Mrs. Irshana Shahanas U,
  - Mr. Fasalul Abid CM
  - Coordinators concerned
  - Mr. Faseel Ahammed, Mr. Nowfal. C,  
Dr Afeef T, Rajitha KV
  - Dr. Aseel Abdul Wahid
  - Optional teachers and MEd coordinators
  - Dr. Jouhar Munavvir , Dr. Umar Farooq TK &
  - Dr Afeef T, Mr. Faseel Ahammed,
  - Mr. Faseel Ahammed
  - Dr. Anees Muhammed (Convenor),
  - Dr. Aseel Abdul Wahid
  - Dr. Aseel Abdul Wahid, Mohammed Sareef K
  - Mr. Faseel Ahammed, Dr Afeef Tharavattath
  - Dr Niranjana KP
  - Principal, PTA member, Staff Secretary,
  - Senior faculty member, Extension Coordinator
  - Nowfal C,
  - Mr. Muhammed Sareef. K & Rajitha KV

The following members were present in the meeting.

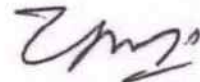
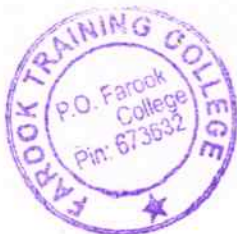
1. Dr. T. Mohamed Saleem (Principal)
2. Mr. Rishad Kolothumthodi (Staff Secretary)
3. Dr. Vijayakumari. K
4. Dr. M. Jesa
5. Dr. Afeef Tharavattath



6. Dr. Umer Farooque T.K
7. Dr. Rekha P
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10. Dr. Jouhar Munavvir. T.
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14. Mr. Faseel Ahammed
15. Mrs. Rajitha K.V
16. Dr. Aseel Abdul Wahid
17. Mr. Fasalul Abid C.M
18. Mr. Subhash C
19. Mrs. PM Rubeena
20. Mr. Saidalavi K.M
21. Mr. Aslam N
22. Mr. Muhammed Basheer T
23. Mr. K. Muhammed
24. Mr. Ali Akbar A
25. Mr. Faez C
26. Mr. Nishad O
27. Mr. Arsal RM
28. Mr. Salahudheen K
29. Mr. Ahammed K.P
30. Mr. Majeed P.C



Rishad Kolothumthodi  
(Staff Secretary)

  
Principal  
Principal  
Farook Training College  
P.O. Farook College., (Caircut)

# FAROOK TRAINING COLLEGE. CALICUT

## MINUTES OF STAFF COUNCIL MEETING

Date & Time	: Monday, 18.07.2022. 10.30 A.M
Venue	: FTC MMI Hall
Welcome	: Mr. Rishad Kolothumthodi (Staff Secretary)
Chair	: Dr. T. Mohammed Saleem (Principal, FTC)

### Agenda

1. Review and approval of AQAR 2020-21.
2. Preparation of SSR
3. Academic matters
  - a. Rescheduling of Academic plan due to B.Ed. Centralized Valuation Camp
  - b. Reporting of semester wise academic matters of all programmes.
4. B.Ed. & M.Ed. Admission
5. Other matters permitted by the chair

The meeting began at 10.30 A.M with the welcome address by staff secretary. He introduced the agenda of the meeting to the participants and requested all faculty members to contribute in the discussion. Honourable chair, Dr .T. Mohammed Saleem delivered the introductory speech. Fruitful discussions were held on each items in the agenda. The members recorded their opinions and suggestions on each item. Staff Secretary summarised the decisions and suggestions of the meeting. The meeting adjourned at 1.00 P.M

### Suggestions and resolutions of the meeting

- The principal pointed out the need for progressing with NAAC accreditation related activities rapidly. He advised all to increase the velocity of NAAC related activities.
- NAAC criterion 3 working team has been reconstituted by incorporating Dr, Umer Farooque, Dr. Jesa M and Mr. Nowfal C
- The Council approved AQAR for the year 2020-2021
- Various criterion teams completed AQAR works are directed to go ahead with SSR preparation.
- Resolved to complete first draft of SSR and submit by 30.07.22.
- **The following changes has been made to the existing schedule of academic activities due to the declaration of B.Ed. Centralized Valuation camp**



  
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### **Academic activity**

**Criticism Practical**

**Learning aid workshop**

**General class**

### **change in Schedule**

**from 18/07/22 – 22/07/22**

**to 25/07/22 – 01/08/22**

**13/07/22 to 20/07/22**

**full day session on 21.07.22**

- It is decided to conduct B.Ed. second semester model examination during 09 – 12 August 2022.
- The meeting entrusted Dr. Jouhar Munavvir and Dr. Umer Farooque T.K to initiate School internship related process.
- It is decided to send Teacher Trainees to various schools on 22/07/22 to request for permission to do internship in the schools concerned.
- The meeting resolved to organize academic empowerment programmes in the Schools associating for student internship. The meeting entrusted Dr. Umer Farooque T.K and Dr. Jouhar Munavvir to coordinate the same.
- It is resolved to begin a student empowerment project in our Model School, Farook High School. Entrusted Mr. Nowfal C as the Project Coordinator for the same.
- M.Ed. Coordinator briefed the progress of second semester M.Ed. academic matters.
- It is decided to conduct M.Ed. second semester model examination with respect to the declaration of schedule of University exams.
- Dr. K. Vijayakumari reported the Progress of 4<sup>th</sup> semester academic matters.
- Dr. Umer Farooque reported academic activities of research wing.
- The meeting resolved to incorporate Research Scholars in academic activities of the Institution.
- The meeting directed all statutory committees to call for a meeting before 30<sup>th</sup> July 2022.
- Principal briefed the matters regarding the admission of new B.Ed. and M.Ed. batches.
- PTEP coordinator proposed to conduct UGC-NET Coaching programme for M.Ed. students. Since the academic schedule is too hectic, it is decided to conduct the coaching programme in the next session,

The following members were present in the meeting.

1. Dr. T. Mohamed Saleem (Principal)
2. Mr. Rishad Kolothumthodi (Staff Secretary)
3. Dr. Mumthas N.S
4. Dr. Vijayakumari. K
5. Dr. M. Jesa
6. Dr. Afeef Tharavattath




  
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7. Dr. Umer Farooque T.K
8. Dr. Rekha P
9. Dr. Niranjana K.P
10. Dr. Fathima Jaseena MPM
11. Dr. Jouhar Munavvir. T.
12. Mrs. Irshana Shahnaz Ulladan
13. Mr. Nowfal. C
14. Mohammed Sareef. K.
15. Mr. Faseel Ahammed
16. Mrs. Rajitha K.V
17. Dr. Aseel Abdul Wahid
18. Mr. Fasalul Abid C.M



Rishad Kolothumthodi  
(Staff Secretary)



Principal



Principal  
Farook Training College  
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# FAROOK TRAINING COLLEGE. CALICUT

## MINUTES OF STAFF COUNCIL MEETING

Date & Time	: Monday, 29.08.2022. 02.00 P.M
Venue	: FTC MMI Hall
Welcome	: Mr. Rishad Kolothumthodi (Staff Secretary)
Chair	: Dr. T. Mohammed Saleem (Principal, FTC)

### Agenda

1. Submission of IIQA, AQAR.
2. B.Ed. internship
3. B.Ed. & M.Ed. Admission
4. Academic matters
5. Interest free loan project
6. Other matters permitted by the chair

The meeting began at 02.00 P.M with the welcome address by staff secretary. He introduced the agenda of the meeting to the participants and requested all faculty members to contribute in the discussion. Honourable chair, Dr .T. Mohammed Saleem delivered the introductory speech. Fruitful discussions were held on each items in the agenda. The members recorded their opinions and suggestions on each item. Staff Secretary summarised the decisions and suggestions of the meeting. The meeting adjourned at 4.00 P.M

### Suggestions and resolutions of the meeting

- The principal outlined the general matters regarding the agenda.
- IQAC coordinator briefed the matters regarding SSR and IIQA submission.
- **It is decided to begin the B.Ed. School internship from 19/09/2022 if the university exam declares before the internship. Otherwise internship will be as per the schedule decided earlier.**
- The Coordinators reported the academec matters of 3<sup>rd</sup> semester and 4<sup>th</sup> semester M.Ed. Programme.
- The meeting resolved to organize a focus group discussion for the Headmasters/Teachers of internship schools. Internship Coordinators are being entrusted to prepare a design and plan for the same.
- Mr. Nowfal C has been nominated as the new M.Ed. Coordinator, since Dr. Jesa M. has been relieved from the same post due to health issues.



  
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- The meeting resolved in principle to begin an interest free loan project for the welfare of staff members.
- As a measure of staff recreation, it is decided to study the feasibility of organizing an international trip.
- It is decided to reconstitute the Green audit expert committee.
- The staff Secretary presented the work arrangement for the M.Ed. admission process on behalf of Nodal officer for Admissions.
- It is decided to appoint a new Editor for the College Research Journal to publish the January 2022 issue onwards. Those who are ready to take up the charge may inform the willingness to the staff secretary.

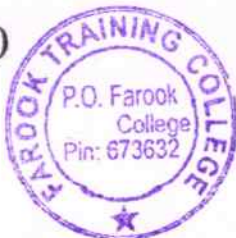
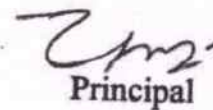
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2. Mr. Rishad Kolothumthodi (Staff Secretary)
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5. Dr. Afeef Tharavattath
6. Dr. Rekha P
7. Dr. Anees Mohammed C
8. Dr. Fathima Jaseena MPM
9. Dr. Jouhar Munavvir. T.
10. Dr. Irshana Shahnaz Ulladan
11. Mohammed Sareef. K.
12. Mr. Faseel Ahammed
13. Mrs. Rajitha K.V
14. Mr. Fasalul Abid C.M
15. Subhash Chalil




Rishad Kolothumthodi

(Staff Secretary)

Principal



Principal  
Farook Training College  
P.O. Farook College, (Calicut)

# FAROOK TRAINING COLLEGE. CALICUT

## MINUTES OF STAFF COUNCIL MEETING

Date & Time	: Thursday, 15.09.2022. 03.00 P.M
Venue	: FTC MMI Hall
Welcome	: Mr. Rishad Kolothumthodi (Staff Secretary)
Chair	: Dr. T. Mohammed Saleem (Principal, FTC)

### Agenda


1. NAAC Accreditation.
2. B.Ed. & M.Ed. Admission
3. Academic matters
4. Other matters permitted by the chair

The meeting began at 03.00 P.M with the welcome address by staff secretary. He introduced the agenda of the meeting to the participants and requested all faculty members to contribute in the discussion. Honourable chair, Dr .T. Mohammed Saleem delivered the introductory speech. Fruitful discussions were held on each items in the agenda. The members recorded their opinions and suggestions on each item. Staff Secretary summarised the decisions and suggestions of the meeting. The meeting adjourned at 4.00 P.M

### Suggestions and resolutions of the meeting

- The principal briefed the routine administrative matters of the Institution.
- It is decided to prepare AQAR 2021-2022 within a week.
- The meeting resolved to prepare draft SSR by 30<sup>th</sup> September 2022.
- The principal briefed the reason for the delay in appointing guest lecturers in the vacant posts of Physical Science and Natural Science subjects.
- **Nodal officer for Admissions presented the procedure for B.Ed. and M.Ed. admission to be held on 19<sup>th</sup> & 20<sup>th</sup> September. The council approved the duty list for the same.**
- The council entrusted to Dr. Afeef Tharavattath to take initiation for restarting the cafeteria.
- **Controller of Examinations requested faculty members to submit second semester M.Ed. internal marks before 26<sup>th</sup> September 2022.**
- Academic matters of all programmes has been reported by respective programme coordinators.



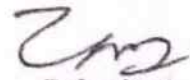
  
Principal  
Farook Training College  
P.O. Farook College, (Calicut)

The following members were present in the meeting.

1. Dr. T. Mohamed Saleem (Principal)
2. Mr. Rishad Kolothumthodi (Staff Secretary)
3. Dr. Mumthas N.S
4. Dr. Vijayakumari. K
5. Dr. M. Jesa
6. Dr. Afeef Tharavattath
7. Dr. Umer Farooque T.K
8. Dr. Rekha P
9. Dr. Anees Muhammed C
10. Dr. Niranjana K.P
11. Dr. Jouhar Munavvir. T.
12. Dr. Irshana Shahnaz Ulladan
13. Mr. Nowfal. C
14. Mohammed Sareef. K.
15. Mrs. Rajitha K.V
16. Dr. Aseel Abdul Wahid
17. Aswathi K.K



Rishad Kolothumthodi  
(Staff Secretary)



Principal



Principal  
Farook Training College  
P.O. Farook College, (Calicut)



# FAROOK TRAINING COLLEGE. CALICUT

## MINUTES OF STAFF COUNCIL MEETING

Date & Time	: Thursday, 20.10.2022. 09.30 A.M
Venue	: FTC MMI Hall
Welcome	: Mr. Rishad Kolothumthodi (Staff Secretary)
Chair	: Dr. T. Mohammed Saleem (Principal, FTC)

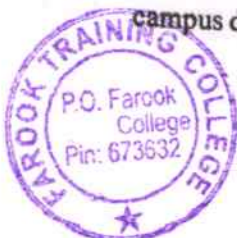
### Agenda

1. P.D. account utilization.
2. Organization of National Seminar
3. Research Admission
4. NAAC Accreditation
5. Academic matters.
6. Other matters permitted by the chair

The meeting began at 09.30 A.M with the welcome address by staff secretary. He introduced the agenda of the meeting to the participants and requested all faculty members to contribute in the discussion. Honourable chair, Dr .T. Mohammed Saleem delivered the introductory speech. Fruitful discussions were held on each items in the agenda. The members recorded their opinions and suggestions on each item. Staff Secretary summarised the decisions and suggestions of the meeting. The meeting adjourned at 1.00 P.M

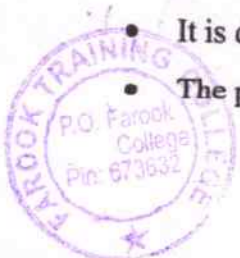
### Suggestions and resolutions of the meeting

- The principal reported the matters regarding the completion of B.Ed. and M.Ed. admissions. He appreciated the Admission Nodal officer and all the teachers involved in the admission process for completing the same smoothly.
- The principal reminded all faculty members to be very sincere and active in the academic and day-to-day activities of the Institution.
- The council recorded satisfaction in the 4<sup>th</sup> semester B.Ed., M.Ed. University examination results. The meeting entrusted EEC to make a detailed analysis of the results.
- **The principal explained the changes in the conduct of university examination. It is resolved to conduct a training programme on new barcode based examination system for the invigilators**
- The principal sought suggestions and proposals for infrastructure development towards the campus development master plan. He also sought suggestions for classroom modernization.



  
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- The council resolved to form new strategies for Alumni association empowerment.
- The meeting appreciated the members of the Alumni Association who have contributed for the Installation of T.V sets in classrooms.
- The council approved the primary design prepared for modernization of classrooms.
- It is decided to strengthen the NAAC accreditation AQAR activities.
- The meeting entrusted Dr. Afeef Tharavattath to study the proposal for Honesty Store and Reprographic centre and to act accordingly.
- The meeting entrusted Mr. Faseel Ahammed, Assistant Professor of Physical Education to renovate the FA boxes in the college.
- Dr. Anees Muhammed reported the matters regarding the National Seminar to be held in the college.
- The council decided to conduct a sendoff function for Mr. Saidalavi. U. Head accountant who is retiring from service this month on any of the appropriate dates 27<sup>th</sup> or 31<sup>st</sup> of October 2022. The council resolved to gift him a gold coin of 8 grams as a financial assistance.
- It is decided to invite Prof. (Dr.) S. Senthilnathan, Dept. of Educational Technology, Bharathidasan University as one of the Resource person for the upcoming National Seminar.
- Research Coordinator briefed the new changes came in the Ph.D. admission procedure.
- It is decided to conduct Research admission interview on 1<sup>st</sup> November 2022.
- Returning officer briefed the matters regarding students union election.
- M.Ed. first semester EPC on expository writing workshop scheduled earlier is postponed to some other appropriate date after completion of M.Ed. admission.
- It is resolved to schedule 3<sup>rd</sup> semester M.Ed. data collection during 09/11/2022 – 09/12/2022.
- B.Ed. Programme Coordinators reported the academic matters regarding first semester and 3<sup>rd</sup> semester B.Ed. programme.
- The coordinator reported that, the bridge course organized for the newly admitted B.Ed. students was grabbed good feedback.
- The council resolved to extend a financial help of Rs.5000/- to Mr. Shiju, a poor youth residing near the institution for kidney transplantation surgery.
- Resolved to implement the decision of the staff council to have uniform in the institution after necessary discussion with the representatives of the students.
- It is decided to organize the Talents day on 02/11/2022.
- The principal briefed the matters regarding the utilization of PD account.



  
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The following members were present in the meeting.


1. Dr. T. Mohamed Saleem (Principal)
2. Mr. Rishad Kolothumthodi (Staff Secretary)
3. Dr. Mumthas N.S
4. Dr. Vijayakumari. K
5. Dr. Afeef Tharavattath
6. Dr. Umer Farooque T.K
7. Dr. Rekha P
8. Dr. Anees Mohammed C.
9. Dr. Niranjana K.P
10. Dr. Fathima Jaseena MPM
11. Dr. Jouhar Munavvir. T.
12. Dr. Irshana Shahnaz Ulladan
13. Mr. Faseel Ahammed
14. Mrs. Rajitha K.V
15. Dr. Aseel Abdul Wahid
16. Mr. Fasalul Abid C.M
17. Dr, Muncer V
18. Mrs. Ramsheena A.M.



Mr. Rishad Kolothumthodi  
(Staff Secretary)



Principal



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Farook Training College  
P.O. Farook College, (Calicut)



# FAROOK TRAINING COLLEGE. CALICUT

## MINUTES OF STAFF COUNCIL MEETING

Date & Time	: Thursday, 01.12.2022. 12.30 P.M
Venue	: FTC Technology hub
Welcome	: Mr. Rishad Kolothumthodi (Staff Secretary)
Chair	: Dr. T. Mohammed Saleem (Principal, FTC)

### Agenda


1. Organization of National Seminar
2. NAAC Accreditation
3. Review of Centralized Valuation camp
4. Review of the national seminar organized in collaboration with SCERT
5. Implementation of "Koodu" project for homeless.
6. Implementation of "Krishitheeram" project

The meeting began at 12.30 P.M with the welcome address by staff secretary. He introduced the agenda of the meeting to the participants and requested all faculty members to contribute in the discussion. Honourable chair, Dr .T. Mohammed Saleem delivered the introductory speech. Fruitful discussions were held on each items in the agenda. The members recorded their opinions and suggestions on each item. Staff Secretary summarised the decisions and suggestions of the meeting. The meeting adjourned at 1.30 P.M

### Suggestions and resolutions of the meeting

- The council reviewed the conduct of new barcode-based examination and Centralized valuation camp.
- It is decided to report the issues and challenges faced during the barcode based centralized valuation camp to the university authorities.
- The meeting resolved to carry out the research studies of M.Ed. 2022-24 batch on the educational issues and problems of Malappuram district in Collaboration with SCERT, Kerala.
- Dr. Anees Mohammed, Coordinator of the national seminar presented the details of the seminar and explained the schedule in detail. The council approved the duty list presented in connection with the National Seminar.
- The meeting reviewed the National seminar on School Curriculum revision organized in collaboration with SCRTE, Kerala.



  
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P.O. Farook College, (Calicut)

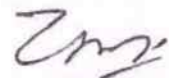
- The principal requested unconditional support from the faculty members for the activities organized by college NSS unit. He appreciated Mr. Faseel Aahammed, Programme officer of NSS unit, for the coordinating all the programmes well.
- The council appreciated Mr. Fasalul Abid C.M for his contributions in making the "Guruvaani" activities excellent.
- The meeting resolved to begin a project called "Krishitheeram" to promote the culture of agriculture among the teacher trainees with the leadership of NSS unit.
- The meeting resolved to begin the "Koodu" project for building home for the homeless by constructing a home for a poor family at Azhinhilam.
- IQAC Coordinator, Dr. Vijayakumari, briefed the present status of the AQAR progress.
- It is decided to submit the AQAR on 12.12.22

The following members were present in the meeting.

1. Dr. T. Mohamed Saleem (Principal)
2. Mr. Rishad Kolothumthodi (Staff Secretary)
3. Dr. Mumthas N.S
4. Dr. Vijayakumari. K
5. Dr. Umer Farooque T.K
6. Dr. Anees Mohammed C.
7. Dr. Niranjana K.P
8. Dr. Fathima Jaseena MPM
9. Dr. Jouhar Munavvir. T.
10. Dr. Irshana Shahnaz Ulladan
11. Mr. Nowfal C
12. Mr. Faseel Ahammed
13. Mrs. Rajitha K.V
14. Dr. Aseel Abdul Wahid
15. Dr. Muneer V
16. Mrs. Ramsheena A.M.
17. Aswathi K.K



Mr. Rishad Kolothumthodi  
(Staff Secretary)

Principal



Principal  
Farook Training College  
P.O. Farook College, (Calicut)



# FAROOK TRAINING COLLEGE. CALICUT

## MINUTES OF STAFF COUNCIL MEETING

Date & Time	: Monday, 19.12.2022. 06.45 P.M
Venue	: Online
Welcome	: Mr. Rishad Kolothumthodi (Staff Secretary)
Chair	: Dr. T. Mohammed Saleem (Principal, FTC)

### Agenda

1. NAAC Accreditation
2. NSS Seven days camp
3. Academic matters
4. Other items permitted by the chair

The meeting began at 06.45 P.M with the welcome address by staff secretary. He introduced the agenda of the meeting to the participants and requested all faculty members to contribute in the discussion. Honourable chair, Dr .T. Mohammed Saleem delivered the introductory speech. Fruitful discussions were held on each items in the agenda. The members recorded their opinions and suggestions on each item. Staff Secretary summarised the decisions and suggestions of the meeting. The meeting adjourned at 8.30 P.M

### Suggestions and resolutions of the meeting

- The principal reported the matters regarding the general administration of the Institution.
- It is decided to submit the last AQAR as soon as possible.
- B.Ed. Programme Coordinator Dr. Niranjana K.P briefed the academic matters regarding 3<sup>rd</sup> semester B.Ed.
- It is resolved to bring the attention of University authorities on the technical issues regarding School internship and closure of semester.
- The tentative schedule for B.Ed. community living camp has been fixed as 24<sup>th</sup> – 27<sup>th</sup> January.
- As the decision taken earlier, School internship will be continued up to 19<sup>th</sup> Jan 2023.
- Progress of first semester B.Ed. classes has been reported by the teachers concerned.
- B.Ed. Programme Coordinator reported the academic matters regarding first semester B.Ed. programme.
- Discussions has been carried on the tentative schedule for first semester B.Ed. EPCs



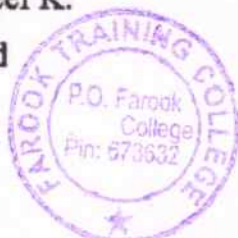
  
Principal  
Farook Training College  
P.O. Farook College, (Calicut)



- Mr. Fasalul Abid reported the alternate academic plan to be implemented after Christmas vacation. The council approved the same.
- The M.Ed. programme coordinators Mr. Nowfal C. and Dr. Rekha P., reported the progress in the academic matters of first semester and third semester M.Ed. Programme.
- The council entrusted M.Ed. Coordinator, Mr. Nowfal C and Timetable committee convenor Dr. Niranjana K.P to revise the M.Ed. timetable.
- The EEC Coordinator briefed the matters regarding M.Ed. internal examination.
- Research coordinator briefed the new direction from the university regarding research publications.
- Principal and Research Coordinator shared the uncertainty regarding the new Ph.D. admission reservation.
- It is resolved to conduct the Research Progress Committee for the duration July 2022 to Dec 2022 in the month of January 2023.
- Mr. Faseel Ahammed (NSS Programme officer) reported the details of upcoming seven day NSS camp.
- The faculty members suggested various means to raise finance for NSS camp.
- It is decided to allot 23-12-2022 FN for Christmas celebrations.

The following members were present in the meeting.

1. Dr. T. Mohamed Saleem (Principal)
2. Mr. Rishad Kolothumthodi (Staff Secretary)
3. Dr. Mumthas N.S
4. Dr. Jesa M
5. Dr. Afeef Tharavattath
6. Dr. Umer Farooque T.K
7. Dr. Rekha P.
8. Dr. Anees Mohammed C.
9. Dr. Niranjana K.P
10. Dr. Fathima Jaseena MPM
11. Dr. Irshana Shahnaz Ulladan
12. Mr. Nowfal C
13. Mr. Mohammed Sareef K.
14. Mr. Faseel Ahammed
15. Mrs. Rajitha K.V



  
Principal  
Farook Training College  
P.O. Farook College, (Calicut)

16. Dr. Aseel Abdul Wahid
17. Mr. Fasalul Abid C.M
18. Dr. Muneer V
19. Mrs. Ramsheena A.M.
20. Aswathi K.K



Mr. Rishad Kolothumthodi  
(Staff Secretary)

  
Principal  
Principal  
Farook Training College  
P.O. Farook College, (Calicut)



# FAROOK TRAINING COLLEGE. CALICUT

## MINUTES OF STAFF COUNCIL MEETING

Date & Time	: Friday, 20.01.2023. 10.30 A.M
Venue	: FTC MMI Hall
Welcome	: Mr. Rishad Kolothumthodi (Staff Secretary)
Chair	: Dr. T. Mohammed Saleem (Principal, FTC)

### Agenda


1. NAAC Accreditation
2. B.Ed. Practical Examination
3. B.Ed. Community living camp
4. Academic matters.
5. Staff welfare measures
6. Staff recreation activities ( Staff trip& staff night)
7. Other matters permitted by the chair

The meeting began at 10.30 A.M with the welcome address by staff secretary. He introduced the agenda of the meeting to the participants and requested all faculty members to contribute in the discussion. Honourable chair, Dr. T. Mohammed Saleem delivered the introductory speech. Fruitful discussions were held on each item in the agenda. The members recorded their opinions and suggestions on each item. Staff Secretary summarised the decisions and suggestions of the meeting. The meeting adjourned at 12.30 P.M.

### Suggestions and resolutions of the meeting

- The principal briefed the general matters regarding the agendas.
- IQAC Coordinator reported the present status of SSR preparation.
- Resolved to submit the draft SSR to IQAC on 26<sup>th</sup> Jan 2023.
- The B.Ed. Coordinator briefed the general details of B.Ed. Community living camp.
- The council approved the duty allocation of faculty members for the community living camp.
- Mr. K.M. Sareef, chairman, Programme Committee explained the programme schedule of the community living camp.
- Resolved to go begin all the preparations for B.Ed. practical examination in advance.



  
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P.O. Farook College, (Calicut)

- Entrusted Dr. Jouhar Munavvir & Dr. Umer Farooque T.K, Internship Coordinators to arrange School students on the days of practical examination (14 & 15 February 2023).
- The meeting entrusted EEC Coordinator and senior optional teachers to finalize the matters regarding the submission of 3<sup>rd</sup> semester B.Ed. internal marks.
- B.Ed. Coordinator briefed the academic activities of first semester B.Ed. programme.
- Resolved to conduct first semester B.Ed. model exams on 30<sup>th</sup>, 31<sup>st</sup> January, 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> February.
- It is decided to schedule fourth semester M.Ed. optional internship from 30-01-23 to 17-02-23.
- It is decided to schedule first semester M.Ed. model examination on 30<sup>th</sup>, 31<sup>st</sup> January, 1<sup>st</sup> & 2<sup>nd</sup> February.
- Resolved to send 1<sup>st</sup> semester M.Ed. students for internship from 06.02.23 to 24.02.23.
- Research Coordinator briefed the academic matters regarding Research programmes.
- The meeting entrusted Dr. Afeef Tharavattath & Mr. Faseel Ahammed to coordinate the staff trip.
- The council entrusted Dr. Umer Farooque T.K, Mr. Mohammed Sareef K to coordinate staff night programme.

The following members were present in the meeting.

1. Dr. T. Mohamed Saleem (Principal)
2. Mr. Rishad Kolothumthodi (Staff Secretary)
3. Dr. Mumthas N.S
4. Dr. Vijayakumari. K
5. Dr. Jesa M
6. Dr. Afeef Tharavattath
7. Dr. Umer Farooque T.K
8. Dr. Rekha P
9. Dr. Anees Mohammed C.
10. Dr. Niranjana K.P
11. Dr. Fathima Jaseena MPM
12. Dr. Irshana Shahnaz Ulladan
13. Mr. Nowfal C.
14. Mr. Mohammed Sareef K.
15. Mrs. Rajitha K.V



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16. Dr. Aseel Abdul Wahid

17. Mr. Fasalul Abid C.M

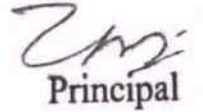
18. Dr. Muneer V.

19. Mrs. Ramsheena A.M.




Mr. Rishad Kolothumthodi

(Staff Secretary)



Principal



Principal  
Farook Training College  
P.O. Farook College, (Calicut)



# Farook Training College

Research Centre in Education.  
Farook College, Kozhikode, Kerala.

## Cycle 3 NAAC Re-accreditation 2023.

### SSR - Criterion I

**1.1.2. A copy of the programme of action for in-house curriculum planned and adopted during the last completed academic year**

#### Affidavit

I do here by certify that, all the pages in this document are duly authenticated by me, under my privilege as the Head of the Institution of Farook Training College Kozhikode, Kerala




*ZMS*  
Principal  
Farook Training College  
P.O. Farook College, (Calicut)

**FAROOK TRAINING COLLEGE**  
**Programme of Action for in-house Curriculum Planning**

A well-structured program of action for curriculum planning is essential for designing an effective educational framework that meets the needs of students and the goals of educational institutions. Such a program typically begins with a thorough analysis of the educational objectives and goals, taking into consideration the needs of the students and the broader community. It involves a comprehensive review of existing curriculum materials and pedagogical approaches, with a focus on aligning them with the latest modifications and best practices in education. The various activities with regard to plan of action is listing out below.

SI	Plan of Action	Expected outcome	Time frame
1.	Preparation of semester plans	Instructional preparedness and effectiveness for academic programme.	July 2023
2.	Distributing academic calendar cum student handbook	Increase clarity and organization in academic and professional responsibilities	August 2023
3.	Induction meeting	Learners are acquainted with curricular and co-curricular activities	August 2023
4.	Preparation of master time table and special time tables	Improve scheduling and efficiency in daily work and Responsibilities	September 2023




  
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5.	staff council discourses	For ensuring collaboration and reflection of the academic programmes; improved program quality and Effectiveness	September 2023
6.	Microteaching	Improvement teaching competency and professional Performance	September 2023
7.	Internal assessment	Individualized feedback provide to enhancing growth and professional development among student teachers	September 2023
8.	PTA meetings	Incorporating suggestions in curricular and co-curricular activities; improved collaboration and support between student teachers, parents and the institution.	October 2023
9.	Brain storming sessions	Generation of innovative and relevant research ideas	October 2023
10.	School internship	Awareness on Functioning of School as first step of Teaching practice,	October 2023
11.	Remedial programme	Additional care for weak students	November 2023
12.	Training programmes for students and teachers	Enhanced digital competency & Literacy	November 2023



  
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13.	BRC visit	Know about functioning of BRC	December 2023
14.	EPC	Enhancing professional competency through varied activities	December 2023



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Prinicipal  
Farook Training College  
P.O. Farook College, (Calicut)