

Agenda and Minutes of IQAC Meeting held on 05.06.2023 11.30 a.m at Principal's Chamber.

Agenda

- 1. SSR Report Presentations
- 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. Ulmer Farooque. T.K.
- 5. Dr. Anees Mohammed
- 6. Dr. Nivanjana. K.P.
- 7. Dr. Azeel Abdul Wahid
- 8. Dr. Mohammed Sireef. K
- 9. P.M. RUBEENA
- 10. Zeenath 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 (Criterion 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

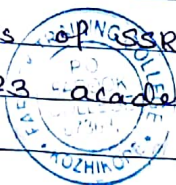
The following decisions were made as future plans:

- 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 ITCP 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 upllement activities of coastal area.
5. Sharing of experiences by Dr. Irbama Shabnaz Ulladan and Dr. Rishad-K after their summer course in APU, Bangalore.

Action Taken:

1. On the scheduled dates 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 reading.
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. Forms 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 admissions (both for TS and NTS).
7. Criterion heads are entrusted to upload documents of 2022-23 academic year.



Prof. (Dr.) T. Mohamed Saleem
Principal
Farook Training College
P.O. Farook College, Kochi

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. Felix | 5. Dr. Azeel Akhmal |
| 2. Dr. Mumthas NS | 6. Dr. Umer Farooque |
| 3. Dr. Nivanjama. 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 reading 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 criterion heads.
4. A visit to Nilgiri College of Arts and Science, Thalassery, recently NAAC A++ accredited college by a Team led by IQAC.
5. It was decided to appoint Dr. Nasimudheen T as Site 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.
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 Intra-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 01-08-2023.
7. IQAC coordinator submitted the results of reforms on ITP issues and concerns to Principal.



Tmg.

Prof. (Dr.) T. Mohamed Saleem
Principal
Farook Training College
PO, Farook College, Kozhikode

Agenda and Minutes of IQAC Meeting held on 04.09.2023, 1.50 p.m at Principal's chamber

Agenda.

- 1. IQA Final Submission
- 2. SSR Criterion-wise Review (Draft)
- 3. Academic Matters
- 4. Institutional Development Plan
- 5. ITEP guidelines.
- 6 Any other permitted by the chair

Members Present:

- 1. Mohamed Selim *MS*
- 2. Dr. Nivanjana - K.P *NK*
- 3. Dr. Rishad Kolothumthel *MR*
- 4. Dr. Anees Mohammed C *AM*
- 5. Dr. Vijayakumari, K. *VK*
- 6. Dr. Mumthas NS *MNS*
- 7. Dr. Umer Farouque TK *UFTK*
- 8 Dr. K. Mohammed Suroof *KMS*
- 9 Dr. Azeel Abdul Wahid *AW*
- 10. Dr. K. Kishore Kumar *KK*

Principal reviewed and commented about the modifications needed for the submitted draft Self Study Report (SSR) of each criteria.

The following decisions were made

- 1. It was decided to make corrections in the self study report by incorporating the suggestions provided by the Principal and to submit the modified SSR to IQAC by criterion heads on or before 11.09.2023.
- 2. It was decided to submit the final IQA after receiving the criterion wise details of SSR by incorporating data during the academic year 2022-23
- 3. It was decided to conduct the conduction meeting of MED 23-25 on 07.09.2023

4. A Committee to study about the ITEP guidelines was formed with the members Dr. Anees Mohammed, C. Dr. Ummer Farooque T.K and Dr. Nivanjama. K.P.
5. Dr. Ummer Farooque T.K was assigned to study about Institutional Development Plans guidelines (draft) suggested by UGC.
6. Discussed about the letter from Director, Collegiate Education on development of Skill hub under Pradhan Mantri Kousal Vikas Yogan 4.0 (PMKVY 4.0).
7. Discussed about request of conducting one day National Seminar on topic NEP from the organising secretary, National College for Teacher Education. The charge was assigned to Dr. Aseel.

Action Taken

1. Prepared a schedule for presentation of SSR prepared by the criterion members and discussed the items in each criteria along with Principal, IQAC co-ordinator and Senior teachers.
2. The deficiencies identified in discussion of criterions of SSR, were reviewed by the members in charge of each criteria along with Principal and IQAC co-ordinator.
3. Criterion Members were informed to submit the modified SSR.
4. Criterion members of SSR were also asked to modify the supporting documents.
5. Induction Meeting of MEd 23-25 batch was conducted on 07-09-2023.
6. Dr. Anees Mohammed. C. was assigned to study about ITEP guidelines and presented the guidelines to IQAC.
7. Dr. Ummer Farooque. T.K prepared a brief report on Institutional Plans to IQAC.
8. Willingness to conduct Skill Based Programmes by starting Skill Hub under PMKVY 4.0 was informed to Director, Collegiate Education.
9. Dr. Aseel Abdul Wahid deputied as organising Secretary for conducting National Seminar on NEP in collaboration with National College of Teacher Education, Perumbavoor.

Prof. (Dr.) T. Michael
Principal

Agenda and Minutes of Urgent IQAC meeting held on 25.10.2023, 3.00 pm at Principal's chamber

Agenda:

1. Decision on approved IQA
2. SSR Submission
3. International Seminar by RSA, etc.
4. Other matters permitted by the chair

Members Present:

1. Mohamad Szlemm
2. Dr. Niranjana K.P.
3. Dr. Umer Farooque T.K.
4. P.M. RUBEENA
5. Dr. Rishad Kolothumthadi
6. Dr. Anees Mohammed C
7. Dr. Mohammed Parveez
8. Zeenali P.Y

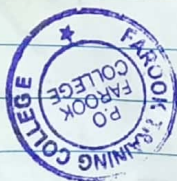
Principal reviewed and commented about the approved IQA and discussion on preparation of SSR was carried out. The meeting decisions are:

1. Resolved to assign duty of preparation and finalization of each criterion and profile to the faculty members.
2. Criterion members were informed to submit the final SSR on or before 17.11.2024.
3. Resolved to review the Institutional Development Plan.
4. Directed the criterion members to verify SSR report on the basis of SOP of Teacher Education Institutions.
5. Finalized the date of International Seminar by RSA on 6th and 7th 2023.
6. Resolved to conduct Student RJ Training Programme.

7. Decided to review the attendance report of B-Ed, M-Ed and Research Programmes by concerned coordinators.
8. Decided to Review curricular and co-curricular activities of the institution by concerned teachers.
9. Decided to Review extension activities of the institution.
10. Decided to Review the activities of RSA, FRC by Research coordinators.
11. Speed Camp and Account Management for Kozhikode District Program officers of NSS.

Action Taken Report

1. Finalization of SSR report with respect to SOP was assigned to faculty members as follows
 CR1: FJ, ABD, CR2: MZ, IRS, MV, NAZ, CR3: FQ, AMC
 CR4: JHR, MSK, CR5: AT, RAS, CR6: RB, AW, CR7: RP, NC.
 Extended Profile Profile to SSR: NIR
 Summary and Preparedness to NEP: JM, MZ, VIT.
2. A committee constituted to review the Institutional Development Plans. The members are IGAC Coordinator, Dr. Vignayakumari K, Dr. Mumthas N.S and Dr. Jesa-M.
3. B-Ed, M-Ed and Research coordinators were assigned to submit the attendance report.
4. Teachers in-charge of various committees were entrusted to review their work.
5. Research coordinators were entrusted the duty of International Seminars by RSA, FRC.
6. Entrusted Dr. Muneer, Mr. Fasalul Abd and Dr. Aseel to take the print of prepared SSR on 25.11.2023.
7. Mr. Faseel Ahammed, NSS, Programme officer was entrusted with Speed Camp and Account Management workshop.



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

Agenda and Minutes of meeting held by IQAC on 15.12.2023, 12.00p.m at Principal's chamber.

Agenda

1. SSR Submission progress.
2. Other matters permitted by the chair

Members Present

1. Prof. (Dr.) T. Mohamed Saleem *h*
2. Dr. Niranjana, K.P *lej*
3. Prof. (Dr.) Vijayakumari *ek*
4. Prof. (Dr.) Muthas NS *omm*
5. Dr. Umes Farooque T.K. *Wm*
6. Dr. Anees Mohammed C. *↓*
7. Mrs P.M. Rubena *Rubena*
8. Dr. Rishad Kolathumthach *m*

IQAC coordinator welcomed the members to the meeting, and detailed the agenda as well as the progress of uploading SSR documents. Principal chaired the meeting.

1. By reviewing the progress of uploading SSR documents, the committee decided to make initial payment of SSR submission on 18.12.2023.
2. Decided to submit the SSR on 24.12.2023.
3. IQAC members are entrusted to verify the submitted documents on each criteria.
4. Decided to collaborate in National Seminar with CRMLD and MGUty.

Action Taken Report

1. Principal made the initial payment of SSR to NAAC on 18.12.2023.
2. Principal submitted the SSR on 01.01.2024.

7 in the presence of Senior teachers, Librarian,
 8 Office Superintendent, IQAC coordinator and
 9 IQAC members

10 3. Before submitting the SSR, the IQAC members
 11 Dr. Aseel, Dr. Mohammed Sareef, Dr. Mumthas N.S,
 12 Dr. Vijayakumari, Dr. Umer Farooque, Dr. Anees,
 13 Dr. Rishad verified CR1, CR2, CR3, CR4, CR5, CR6
 14 and CR7 respectively.

15 4. Dr. Aseel Abdul Wahid is entrusted with 3 day
 16 Seminars on Management of Special Learning
 17 Disorders to be conducted in collaboration with
 18 CRMLD - Council for Research and Management
 19 of Learning Disabilities and MG University Kollayam

20 S. K. Subramanian

Principal

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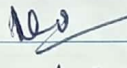



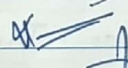
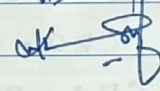
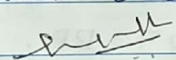
Principal
 Farook Training College
 P.O. Farook College, (Calicut)

Agenda and Minutes of meeting held by IQAC on 19.01.2024, at 2.00 pm in IQAC room.

Agenda

1. DVV clarifications
2. Institutional Development Plan
3. Academic matters

Members Present

1. Prof. (Dr) T. Mohamed Saleem 
2. Dr. Nivargama. K.P 
3. Prof. (Dr) Mumthas N.S. 
4. Prof. (Dr) Vijayakumari K. 
5. Dr Rishad Kolothumthodi 
6. Dr Aseel Abdul Wahid 
7. Dr Mohammed Sareef K. 
8. Zeenath-P.Y 

IQAC coordinator welcomed the members to the meeting. Principal briefed about the DVV clarifications initiated by the NAAC on 16.01.2024.

1. Decided to entrust the criterion heads to go through the clarifications asked in DVV process and to report to the IQAC coordinator.
2. IQAC co-ordinator Dr. Nivargama. K.P and Dr. Muneer V. is entrusted to verify the clarifications submitted by criterion heads and to upload the same to NAAC website.
3. The Institutional Development Plan submitted by

Prof. (Co.) Muthas N.S., Prof. (Dr.) Vijayakumari K and Prof. (Dr.) Jesa M is approved by the committee. The IDP is submitted by the committee to IQAC on 30.12.2023.

4. Discussed about the academic and non academic activities and decided to organize curricular and co-curricular activities as per the Semester plans.
5. Decided to update the details of teachers in Vidwan Portal.
6. NAAC visit arrangement committee is constituted under the NAAC Coordinator Dr. Umer Farooque T.K. The members are Dr. Anees, Dr. Noufal, Dr. Jouhar, Dr. Mohd. Shareef and Dr. Afeef.

Action Taken Report

1. Various criterion heads are entrusted to provide classification of DVV process. The duty assigned as follows.
CR1 - FJ, CR2 - MZ, CR3 - FQ, CR4: JHR
CR5 - AT, CR6: RK, CR7: RP. Extended Profile NIR.
2. On 23.01.2024, IQAC coordinator Dr. Niranjana K-P and Dr. Muneer V verified the DVV classifications and uploaded the same to NAAC website.
3. On 28.01.2024, Principal in the presence of IQAC coordinator submitted the DVV classifications.
4. Entrusted IQAC members to work along with strategic goals and enablers of IDP for the year 2024-2028 with specific focus on 2024-25.
5. All faculty members updated their profile in Vidwan portal and submitted College vidwan data on 14.02.2024.
6. As part of Community Engagement programme, Two day workshop on Ecosystem Management Organised by Bhoomika Sena club sponsored by Dept of Envrt and climate change, Govt of Kerala is held on 19 and 20 Feb, 2024.

Janey 2024

Agenda and Minutes of IQAC meeting held on
March 7, 2024 at 2.00 p.m. at IQAC Room.

Agenda

1. NAAC accreditation.
2. Academic and non academic matters.
3. Evaluation of Examinations result.

Members Present

1. Prof. (Dr) T. Mohamed Saleem ✓
2. Dr. Niranjana .K.P ✓
3. Prof (Dr) Munthas N.S. ✓
4. Prof (Dr) Vijayakumari K. ✓
5. Dr Umer Farooque T.K. ✓
6. Dr Anees Mohammed C ✓
7. Dr Aseel Abdul Wahid ✓
8. Dr. Rashad Kolathumthuch ✓

IQAC coordinator welcomed the members to the meeting. The Principal presented the status of clarifications in submitted report of SSR. Principal detailed the changes made by DrV team.

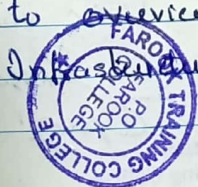
1. Committee evaluated the progress of document preparation related to NAAC visit. Principal appreciated the work done by external members in preparing the supporting documents.
2. NAAC coordinator Dr. Umer Farooque is informed to prepare a plan & assign duties to faculty members and administrative staff with respect to cleaning of various areas of the college.

3. IQAC member Dr. Mumthas N.S. Suggested about the display of concept-map related to CO-PO mapping done by the teachers.
4. IQAC member Dr. Aseel Abdul Wahid suggested about the repairs and maintenance of infrastructure facilities of the College. The meeting resolved to undergo necessary maintenance of Infrastructure facilities.
5. Research Coordinator Dr. Umer Farooque reviewed the minutes of RAC meeting held on 31.01.2024 and also informed the suggestions made by RAC members to bring quality in research work. The committee resolved to approve the suggestions put forward by RAC members to enhance the quality of research work.
6. The AQAC Convenor Dr. Mumthas N.S. detailed the Internship of M.Ed II and III Semester students. The committee resolved to entrust the concerned coordinators to do the follow-up of Internship programmes.
7. Committee appreciated the Two day workshop on Community Participation in Ecosystem Management organised by Boomika Sena and observed that the workshop benefited the students properly.
8. Meeting resolved to make the analysis of Results of B-Ed First Semester, M-Ed. Third and Second Semesters. The Evaluation and Examination committee assigned the duty of result analysis of above mentioned Semesters.
9. Principal suggested about the preparation of brochure for various programmes and projects of college in order to have a quick view on projects of FTE to the NAAC peer team members. The committee approved the suggestion made

by the Principal.

Action Taken Report

1. Filing of documents to be submitted during NAAC Peer Team Visit is completed on 14.03.2023
2. NAAC coordinator prepared a plan related to cleaning of various areas of college and assigned duty to the teachers and administrative staff.
3. CO-PO mapping is done under the leadership of Dr. Mumthas N.S and display boards are prepared to convey the CO-PO mapping to Stakeholders.
4. Research coordinator prepared the allotment of list of new scholars and the scholars are informed about their admission procedure.
5. Evaluation and Examination Committee analysed the results of First Semester B-Ed, Third and First Semester M-Ed Examinations and submitted the result analysis to IQAC.
6. M-Ed coordinators reported the progress of Internship, B-Ed and Extension coordinators reported the progress of academic and extension activities.
7. As per the instruction of the Principal, the IQAC coordinator assigned the duty of preparation of brochures on important projects under FTCIA and academic achievements to various faculty members.
8. Principal entrusted Dr. Aseel Abdul Wahid, IQAC member to review the annual maintenance of college infrastructural facilities.



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

Agenda and Minutes of meeting held by IQAC on
18.03.2024 at 3.00 p.m in Principal's chamber (urgent)

Agenda

- NAAC visit

Members Present

1. Prof. (Dr) T. Mohamed Saleem *MS*
2. Dr. Niranjana. K.P. *MS*
3. Prof. (Dr) Mumthas N.S. *MS*
4. Prof. (Dr) Vijayakumari K. *MS*
5. Dr Umer Farooque T. K. *MS*
6. Dr Anees Mohammed C. *MS*
7. Dr Rishad Kolothumthodi *MS*
8. Zeenath P.Y. *MS*

IQAC coordinators welcomed the members of IQAC to the meeting. Principal briefed about the intimation received from NAAC in connection with the NAAC visit.

1. Committee decided to propose three Schedules to NAAC for Peer Team Visit. The scheduled dates are April 22 and 23, 2024; April 29 and 30, 2024 and May, 9 and 10, 2024.

Action taken Report

1. In continuation of the discussion in IQAC meeting Principal informed the schedule to NAAC



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

Agenda and Minutes of Urgent IQAC meeting held on 25.03.2024 at 10.00 a.m in Principal's chamber

Agenda

NAAC Peer Team Visit

Members Present

- 1. Prof (Dr) T. Mohamed Saleem
- 2. Dr. Niranjana. K.P. IQ.
- 3. Prof (Dr) Mumthas N.S
- 4. Prof (Dr) Vijayakumari K.
- 5. Dr Anees Mohammed C
- 6. Dr Umer Farooque T.K.
- 7. Mrs P.M. Rubena
- 8. Dr. Rishad Kolothumthuchi

IQAC coordinator welcomed the IQAC members to the meeting. Principal informed about the intimation received from NAAC regarding NAAC Peer Team Visit, and the visit is scheduled from 22/04/2024 to 23/04/2024.

- 1. Committee Resolved to make adequate arrangements for NAAC peer team visit
- 2. NAAC visit arrangement committee under NAAC coordinator is entrusted to prepare itinerary for NAAC visit.

Principal

2/22



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

Agenda and Minutes of Urgent meeting held by IQAC on 18.04.2024 at 2.00 pm in Principal's Chamber.

Agenda

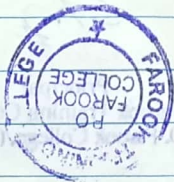
- NAAC visit

Members Present

1. Mohd Saleh
2. Dr. Niranjana. K.P
3. Dr. Munthas NS
4. Dr. Rishad Kolathumthachi
5. Dr. Vijayakumari. K
6. P.M. RUBENA.
7. Dr. Beed Abdul Wahid
8. Dr. Umer Farooque. T.K.

IQAC coordinators welcomed the members to the meeting. Principal informed about the intimation received from NAAC on the postponement of NAAC peer team visit to 9th and 10th of May 2024.

The committee resolved to take necessary arrangements for the NAAC peer team visit as per the reschedule.



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