

Agenda & Minutes of the IADC meeting  
held on 10-08-2021 in online mode  
8:30 - 9:30 PM. (Along with Criticism Heads)

### Agenda

- 1) SAAC Review
- 2) Conduct of bridge course for upcoming B.Ed, M.Ed students.

### Members Present.

- |   |          |   |
|---|----------|---|
| 1. Dr. T. Mohammed Saleem.              | (online) |   |
| 2. Dr. Manoj. Praveen. Cr.              |          | " |
| 3. Dr. N.S. Munithas                    |          | " |
| 4. Dr. K. Vijayakumari                  |          | " |
| 5. Dr. Umir Farooque T.K                |          | " |
| 6. Dr. Afeef Tharavattathur (Cr. Head)  |          | " |
| 7. Dr. Rekha. P. (Cr. Head)             |          | " |
| 8. Dr. Hassankeyy M.P (Cr. Head)        |          | " |
| 9. Dr. C. Anes Mohammed.                |          | " |
| 10. Dr. Tarhan Munavvir. T (Cr. Head)   |          | " |
| 11. Mr. Rishad Kolothumthodi            |          | " |
| 12. Dr. Fathima Jabena M.P.M (Cr. Head) |          | " |
| 13. Mrs. P.M Rubena                     |          | " |
| 14. Mr. Anoop Thomas Alex.              |          | " |

ONLINE

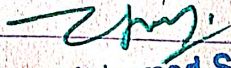
### Resolutions.

1. Principal briefed about the present status of SAAC Accreditation process. All criticism heads presented the status of their criticisms. He Decided to upload all the supporting documents at the earliest. He also suggested to propose innovative practices under FTCA.
2. Resolved to conduct a bridge course to fill a bridge the gap between the normal graduate/post




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graduate programme of B.Ed / M.Ed programme.

  
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Action taken Report.

- 1- Ensured upload preparation & uploading of supporting document through the monitoring done by the documentation committee.
2. Constituted a committee consisting of Dr. Manoj Praveen. C, Dr. Ajeet Tharavattath & Mr. Noufal. C as for preparing module operands for the bridge course.

  
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 Principal  
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# Agenda & Minutes of the IQAC meeting held on 01-11-21 at Principal's chamber

## Agenda.

- 1) SAAC Accreditation - Review & Administrative decentralization.
- 2) Presentation of the Modus operandi of the bridge course & approval.

## Resolutions.

### Members Present.

1. You Sals *MS*
2. Manoj Praveen *MP*
3. Dr. Umer Farooque, T.K. *UF*
4. Dr. Munnthas. N.S. *MS*
5. Rishaal Kolu, thumthraals *RK*
6. Dr. Vijayarajam, K. *VJ*
7. Dr. Anees Mohammed *AM*
8. D-Abdul Abdul Wahid *AW*
9. P.M. RUBEENA. *Rubeena*
10. ANOOP THOMAS ALEX RESEARCH SCHOLAR *ATAS*

## Resolutions.

1. Resolved to read all criteria reports again for final correction & improvement. The documentation committee will verify all the supporting documents.

2. Two proposals have been presented on the bridge course in the meeting. The meeting resolved to discuss the proposals in detail in ETC core group in the meeting.

to assign faculty members to lead various development in the campus.



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## Action taken Report.

- 1- All criterion reports were re-read heard by the staff members through various modes. The documentation committee verified all the matters reported by the criteria teams. Also they have verified the supporting documents submitted. The committee gave suggestions wherever necessary.
2. Bridge course proposals were discussed in detail in both core committee meeting and staff meeting. Staff meeting entrusted another committee to finalize with Dr. Manoj Praveen. C.P., Dr. Harshakanya M.P., Dr. Umar Farooque T.K., & Mr. Mohammed Saheed. K as members to finalize the bridge course curricula.
3. Various faculty members have been assigned to look after various developmental activities in the campus.

  
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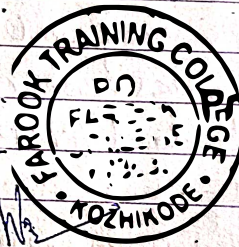
Agenda of Minutes of the IQAC Meeting  
held on 11.1.22 at Principals Chamber

Agenda.

1. NAAC AQAR Submission.
2. Overview + Appraisal of work till date.

Member Present

- 1). Mohamed Saleem
- 2) Manoj Praveen K.
3. Rishad K.
4. M. Faisal M.B.D
5. Inhana Shahnaz Ulladan
6. Rubena P.M.
7. Rajitha KV
8. Dr. Vijayakumari K.
9. Dr. Mumthas N.S.
10. Dr. Rekha P.
11. Dr. Umar Farooque T.K.
12. Fathima Sabena
13. Noufal



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Resolution

1. Resolved to complete all pending AQAR reports by the end of January 2022.
2. AQARs up to -2019 (viz 16-17, 17-18, 18-19) shall be appraised by IQAC coordinator before uploading & over a google meet with the corresponding criterion teams.
3. Resolved to assign Mr Noufal to collect details/guidelines on conducting ADD-ON courses & Talent Search R&Nurturing Programme

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## Action taken Report.

1. Filling of AQAR and uploading of supporting documents are in progress. Preliminary draft of All AQAR's are almost ready.
2. Primary round appraisal and discussion of the AQAR's by IQAC coordinator and criterion teams completed.
3. Mr. Nowfal.C reported the basic facts regarding the add on courses. He was directed to submit the detailed report of the same.

  
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# Agenda & Minutes of joint meeting of IQAC & Staff council held on 02/02/2022 at FTC MMI Hall

## Agenda

1. Approval of AQARS from 2016 - 2017 to 2019 - 2020

### Members present.


1. Mohan Selvam
2. Manoj Praveen G
3. Rishael Kolothumthodi
4. Dr. Umer Farooq. TK.
5. Ishana Stehler Ullalan
6. Dr. Afaf Thasvetha
7. Dr. Vyayalcumai K
8. Dr. Fathima Jaseena
9. Mohammed Sreefath
10. Rajitha KV
11. Dr. Nivargama. K.P
12. Dr. M. JESA
13. Q.A. Parul Mohd
14. Dr. Rekha. P



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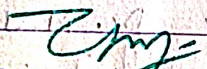
## Resolution

- The meeting resolved to approve the AQARS of 2016-2017, 2017-2018, 2018-2019 & 2019-2020. But, the faculty members in charge may revisit the same for further modification & improvements if time permits.

  
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## Action taken report

- Initiation was taken by the faculty members in charge of all criterions to modify the AQARS for further perfection.

  
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## Agenda and minutes of the IQAC meeting held on 03-02-2022 at Principal's chamber

### Agenda:

1. Improvement of alumni engagement in the institution
2. Social welfare projects in the internship schools
3. Invitation for proposals from sister institutions and feeding school for academic empowerment projects.
24. Research outcome extension project.

### Members present

1. Dr. Mohamed Sameh
2. Dr. Muneer N.S. *capothen*
3. Dr. Vijayakumari K. *W*
4. Dr. Umer Farooque. T.K. *W*
5. Rishad. K. *m P*
6. P.M. RUBEENA. *Rubeena*
7. Dr. Anees Mohammed C. *A*
8. Dr. Azeed Abdul Wahid *K*
9. Dr. Manoj Praveen G. *Manoj Praveen*

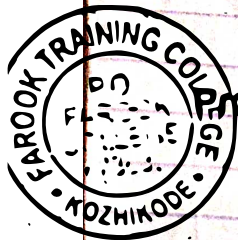
### Resolution

Based on the suggestions by faculty members, IQAC Coordinator presented the themes on extending the college to the society in terms of social welfare and research

- The meeting resolved to strengthen

the alumni engagement in the academic, non-academic and infrastructure improvement of the Institution.

- Decided to prepare proposals for social welfare projects to be implemented in those schools where students undergo internship.
- The meeting resolved to invite project proposals from Institutions for sharing and extending to the society, the pedagogic, library and infrastructural facilities of Farook Training College
- As part of extending the research outcomes of Farook Training College to the society, the meeting resolved to set up a Research Outcome Extension Centre and project at the earliest.



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Action taken report.

- Entrusted optional teachers to strengthen the involvement of alumni members in academic and infrastructural development of the Institution.

- Referred the resolution to the staff council meeting for further discussion and implementation at the time of internship for B.Ed. students.
- Mr. Nowfal. C is entrusted to prepare a brochure to invite proposals from beneficiaries for sharing pedagogic, library and infrastructural facilities of Farook Training College.
- Entrusted Dr. Anees Muhammed. C to plan and establish a Research outcome Extension Centre

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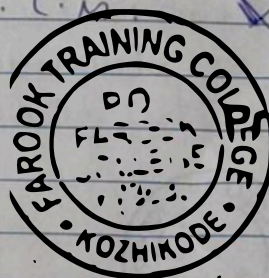
Agenda and minutes of the IQAC meeting for all faculty members on 17/3/2022 through online mode at 9 pm. (Meet code: gkz-fhdd-ruo)

- Agenda:
1. Nomination of new members to IQAC.
  2. Workshop on Edubuntu for prospective teachers
  3. Evaluation of courses on AQAR preparation.
  4. Submission of documents for career advancement
  5. Any other matters permitted by the chair.

Members present:

1. Dr. T. Mohamed Saleem
2. Dr. Vijayakumari, K.
3. Dr. Mumthas N. S.
4. Dr. Jesa M.
5. Dr. Hassan Koya. M.P.
6. Dr. Afeef Tharavath
7. Dr. Umer Farooque T. K.
8. Dr. Rekha. P.
9. Dr. Anees Mohammed. C
10. Dr. Niranjana. K.P.
11. Dr. Fatima Jaseena. M.P.M.
12. Dr. Jouhar Munavvir T.
13. Mr. Rishad. K.
14. Mrs. Irshana Shahnaz Ulladan.
15. Mr. Nowfal. C.
16. Mr. Mohammed Shareef. K.
17. Mr. Faseel Ahammed.
18. Mrs. Rajitha. K.V.
19. Dr. Aseel Abdul Wahid.
20. Dr. Mohammed Nasimudheen T.
21. Mr. Fasalul Abid. C.M.
22. +

online



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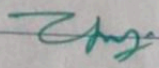
### Decisions taken:

1. Dr. Niranjana K.P and Mr. Mohammed Shareef K were nominated as new members of IQAC.
2. Discussion on AQAR preparation revealed that previous four years AQAR is almost ready to submit, but that of 2020-21 need more time to complete. A revisit to approved AQAR is recommended for perfection.
3. It was decided to conduct a workshop on Edubuntu software for prospective teachers under University of Calicut, the resource person as Mr. Nivedh R.R., M.Ed student 20-22 batch as a programme of GSHP under IQAC.
4. Applicants for career advancement are directed to submit their documents and application on or before March 21<sup>st</sup> 2022.

### Action Taken Report.

1. A review of the components of AQAR for the periods 2016-17, 17-18, 18-19 and 19-20 was done and found that a more detailed verification is needed even though they were approved in the meeting.
2. Workshop on Edubuntu was conducted under IQAC on 26<sup>th</sup> March 2022 through online mode (meeting code: muh - pwx - t29, 9:30am)
3. Criterion wise discussion on AQAR for 2020-21 was done under IQAC and preparation of AQAR was initiated.
4. Verification of documents for career advancement was entrusted to IQAC members.







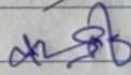


  
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Agenda and minutes of the IQAC meeting held on 25<sup>th</sup> March 2022 at 2.30 pm at Principal's Chamber.

- Agenda:
1. AQAR submission.
  2. Book publication
  3. Workshop on article writing.
  4. Any other matter permitted by the chair.

Members Present.

1. Dr. T. Mohamed Saleem.T. 
2. Dr. Vijayakumari.K. 
3. Dr. Mumthas.N.S. 
4. Dr. Niranjana.K.P. 
5. Dr. Anees Mohammed.C. 
6. Mr. Rishad.K. 
7. Mr. Mohammed Shareef.K. 

Decisions taken.

1. It was decided to verify the AQAR of four years by IQAC members and the duty was assigned to members as below.

2016-17 Dr. N.S. Mumthas.

2017-18 Mr. Rishad.K.

2/22 2018-19 Dr. Anees Mohammed.C & Dr. Umeefarook.T.K.

2019-20 Dr. Niranjana.K.P and Mohammed Shareef.K.

Dr. Rekha.P and Irshana Shahnaz Ulladan were assigned the duty to assist Dr. Mz and RK in the verification process.

2. It was decided to release the IQAC publication on disaster management authored by Dr. Udayasee and Dr. Rekha.P. in the program of NSS University level inauguration of NSS units in Teacher Education colleges.

3. A workshop on article writing under IQAC was proposed by Dr. Anees Mohammed.C and that was approved by

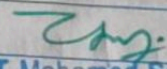
IQAC.

4. It was decided to complete the AQAR of 2020-21 by March 30<sup>th</sup> 2022.
5. Verification of documents for Career advancement to be completed by March 31<sup>st</sup> 2022.

### Action taken report.

1. <sup>Final revision of</sup> AQAR of each year from 2016 to 2020 was done by the team and suggestions and modifications needed are informed to the criterion heads.
2. Release of the IQAC publication on Disaster management was done on 31<sup>st</sup> March 2022 under the auspicious function of inauguration of at university level of NSS units in teacher education colleges.
3. Dr. Anees Mohammed C. was assigned to organize a one day workshop on article writing in the first week of April 2022.
4. AQAR of 2020-21 is almost completed and a verification of the same is scheduled on 4<sup>th</sup> April 2022.
5. The documents are verified and suggestions are informed to the concerned individuals.



  
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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. Mohamed Saleem
2. Dr. Vijayakumari. K
3. Dr. Chir Farooque. T.K. HK
4. Dr. Niranjana. K.P. 10j
5. Rishad .K. mif
6. Dr. Mumthaz NS orm
7. Dr. Azeed Ahmed wahid K
8. Mohammed Suroof. K
9. P.M. RUBEENA. Rubeena
10. Dr. Anees Mohammed C. A

Decisions taken:

1. It was decided to complete the AQAR for the year 2020-21 by ~~June~~ 17<sup>th</sup> 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 - M.Z, N.I.R

Criteria 3 - A.M.E

Criteria 4 - F.P

" 5 - M.S.K

" 6 - R.K

" 7 - A.W

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 H.K.
6. Resolved to implement ERP software.
7. A committee is to be formed for Academic and



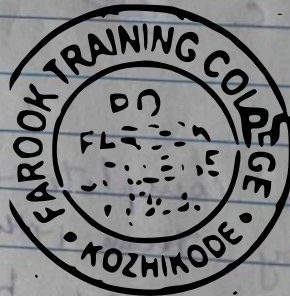
administrative auditing  
Future plans 2022-23

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



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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 Sleem
2. Dr. Vijayakumari.K.
3. Rishad-K
4. Dr. Mumthas NS
5. Dr. Omer 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 referencing for PG students and research scholars.

## Action taken report

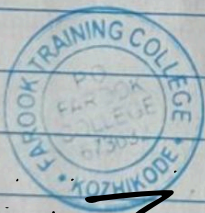
IOAC members were asked to review the criterion and extended profile as per the following schedule.

MZ - Crit-1, NIR - Crit-2, AME - Crit-3,  
FOA - Crit-4, Aseed - Crit-5, RK - Crit-6, Sherif (Crit-7)

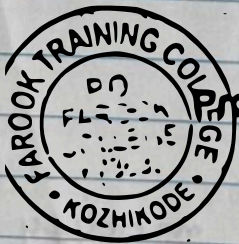
AME submitted an action plan for the add-on course for the academic year 2022-23.

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. Thiyagan, Asst. Professor, School of Education, Central University of Kerala, Kasaragod.



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