





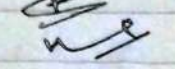




Agenda and Minutes of the meeting held by IQAC on 10.8.2020 on virtual mode using Google meet.


The meeting was organized on a virtual mode using Google meet. The following members attended the meeting

- AS 
- MPA 
- HS 
- VT 
- FQ 
- AMC 
- RIC 
- AAW 
- RP 
- Rubema PM Shabeena

The new coordinators Dr. Manoj Praveen G. welcomed the IQAC members. The principal gave an introduction to the agenda at hand. He reminded that IQAC shall collaborate with appropriate agencies at appropriate times to organize events for the welfare of the college. All such innovative activities and events will be branded under the label FTCA. The committee observed that our college should take up NEP 2020 for indepth study, analysis and dissemination. Small teams will work on it and will prepare a draft by 17th August 2020 to present in-house session for internal critiquing and will move towards publishing an authentic document which would be factual in nature, but illustrative to compare present education scenario with the proposed one. The document would also ponder over the implications of the policy to the state of Kerala.

This will be followed by producing short booklets or that would throw light upon specific areas of interest in school / higher education.

A digital repository of raw materials like newspaper articles, ppt, diagrams, concept maps, brochures, flyers and short videos on NEP will be made available for reference in the process of making the final document. The meeting came to an end by 3-PM.


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

Action Taken Report.

1. The innovative programmes of the college are hereby branded under the label FTCA.
2. An initial discussion was initiated among faculty members and the NEP 2020 was discussed in a faculty Google meet. Different faculty members volunteered to take up distinct topics from the policy to work upon.
3. A Google Drive Folder was shared among the faculty members to share the resources.


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

Meeting Agenda and Minutes of meeting held by IPAC on 8.10.2020. on virtual mode using Google Meet.

Agenda: NEP discussions with faculty members.

MS
MPG
HZ
VJ
FQ
AMC
PK
AAW
RP

(Handwritten initials and marks next to each name)

The meeting held lengthy discussions on NEP 2020 and did internal critiquing along with other faculty members.

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

Action Taken Report

1. A draft document including the basic points of NEP 2020 was developed.
2. Concept maps for each area of the ~~the~~ policy was prepared.
3. The editing work was initiated with MSK, MPG and RAJ.

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

staff of F.T.C. on 7/12/2020 at
Multimedia Hall.

Agenda.

1. SAAC Accreditation - Introduction to.

Members Present:

1. Dr. T. Mohamed Saleem
2. Dr. Manoj Praveen G.
3. Rishad. K
4. Dr. Mohammed Nasimudheen T.
5. Dr. Vyaya kumar. K
6. Rajitha. KV
7. Dr. Mumthas N.S
8. Dr. P. Rekha
9. Muhammed Bashir. T
10. RUBEENA. P. M.
11. Ahamad. K. P.
12. Muhammed. K.
13. Faaz. C
14. Saiddani. K. M.
15. Majeed. P. C
16. Aslam. N
17. Ali Akbar Athikkavil
18. Faez. K.
19. C. M. Farahat. S. B. I.
20. Dr. Umer Farooque. T. K.
21. Dr. Azeel Abdul Wahid. K.
22. Dr. Hassan Koya. M. P.
23. Dr. Jouhar Munavvar. T.
24. Dr. Anees Mohammed. C.
25. Mr. Noufal. C.
26. Ishana Shahnez Ulledan.

H₂ 07/12/2020

It is decided to move forward with the SAAC accreditation activities to realize multiple accreditations

from multiple accrediting agencies.

2. It was decided to reconstruct the existing committees for SSA preparation to accommodate the 10 colleges of SAAC.

Action Taken Report

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

1. The SAAC accreditation documents were discussed in detail among faculty members.
 2. The strengths, weaknesses, challenges and opportunities of the college were discussed among the IQAC members.
- It was decided that the challenges existing in the college shall be addressed and move forward towards accreditation.

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

Agenda and Minutes of the meeting held on 4/08/2021
at the Principal's chamber of IQAC.

Agenda.

1. Reconstitution of SSA preparation team.

Members Present

Dr. J. Mohamed Saleem *JMS*
 Dr. Muneethas. N.S. *Cyprothas*
 Dr. Vijayarajakumari *Vij*
 Dr. Azeed Abdul Wahid *AW*
 Dr. Cliver Farooque. T.K. *WZ*
 RUBEENA. P.M. *Rubeena*
 Dr. C Anees Mohammed *CA*
 Bishad. K. *BK*
 Manoj Praveen G. *Manoj*

1. It was decided that the 10 new teams with two faculty members each shall take charge of 10 criteria of SAAC and work forward for the preparation of SSR.

2. The teams are

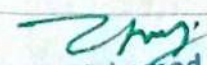
Criterion 1	VIS/ABD	Criteria 6	RK/AW
2	MZ/NIP	7	RP/ANC
3	JM/HK	8	FJ/FA
4	MSK/FQ	9	JHR/NAS
5	PAS/AT	10	AME/IRS

3. The teams shall look into the questions under each criterion and will report difficult-to-get questions to the IQAC in a common which will be later discussed in a common meeting.

JMS
 Prof.(Dr.) J. Mohamed Saleem
 Principal
 Farook Training College
 P.O. Farook College, Kozhikode

Action Taken Report.

1. The IRAC Coordinator held one to one discussions with each team that work upon the components of SAAC.
2. A list of requirements to address the present deficiencies of the college was arrived at.
3. All the 10 teams come up with a draft document that could be submitted towards the recognition of the college.


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

Agenda and Minutes of the meeting held on
8/1/2021 at HMI Hall, FTC.

Agenda:

1. Demonstration of filling online SSR for NAAC.
2. Reporting of work completed and difficulties in collecting data by the faculty members.

Members Present:

1. Dr. T. Mohamed Saleem
2. Manoj Praveen K.
3. Johana Shehrez Ulledan
4. Dr. Beel Abdul Wahid
5. Rishad-K.
6. Mohammed Saif K. at 10
7. Dr. Umar Farooque T.K.
8. ~~Dr. Umar Farooque T.K.~~
9. Dr. Vijayakumari K.
10. Rajitha K.V.
11. Faisal Ahmed
12. Dr. M. Jee
13. Fathima Jansen.
14. Dr. Niranjana K.P.
15. Dr. Anees Mohammed C.
16. Dr. Hassan Tomy M.P.
17. Dr. Muneetha N.S.
18. Dr. Mohammed Nasirudeen T.
19. Dr. Towkar Muneer T.


Principal demonstrated the filling of online SSR for NAAC with appropriate ppt slides. Faculty members shared their apprehensions regarding collecting data. Appropriate procedures were thought of and faculty members were assigned charge of collecting details.

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

Action Taken Report.

1. All the errors in the draft document were corrected by the respective teams that work for the SAAE accreditation.

All the data that could be collected from the faculty (faculty details) and students (student details) were collected through google forms / Google sheets / Google docs.


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

Agenda and Minutes of the meeting held on
22.02.2021 at HMI Hall, P.T.C

Agenda:

1. SAAC SSR preparation evaluation.
2. Reporting of perceived difficulties and requirements towards facilities.

Members Present:

1. Dr. T. Mohamed Saleem
2. Dr. Manoj Pramen G. *preparation*
3. Dr. Umer Farooque T.K. *HR*
4. Dr. Mohammed Naimudheen T. *(Signature)*
5. Dr. Ajeel Tharavathu. *(Signature)*
6. Dr. Muneer N.S. *(Signature)*
7. Dr. Rekha P. *(Signature)*
8. Rishad K. *(Signature)*
9. Dr. Vijayakumari K. *(Signature)*
10. Dr. C Anees Mohammed *(Signature)*
11. Dr. Hassan Koya M.F. *(Signature)*
12. Dr. Fathima Jabeen. *(Signature)*

Faculty members presented the work done and the IQAC members expressed satisfaction over the progress of work.

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

Action Taken Report

1. The Draft document was further scrutinized for errors.
2. All documents that could be evidential for the SSR. was listed.
3. A huge file system to retrieve the documents / evidence / proofs ~~was~~ for the day of inspection was conceived.

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

Agenda and minutes of
held on 03/03/2021 at MNT Hall.

- Agenda
1. Conduct of first Ph.D convocation
 2. SAAC SSR Preparation

Members Present.

1. Manoj Selo
2. Dr. Umer Farouque T.K. HK
3. Dr. Vijayakumari K. UK
4. Rishad Kulothumthodi UK
5. Dr. Muneer N.S. MM
6. Dr. Anees Mohammed C. AK
7. Dr. Azeel Abdul Wahid
8. P.M. RUBEENA. Rubeena
9. Manoj Praveen MP

Decisions taken.

- 1 - The meeting resolved to conduct an Institutional convocation for Ph.D Awardees, in the last week of March 2021
- 2 - Decided to ~~review~~ ^{conduct} criteria-wise review of SSR prepared.
- 3 - Resolved to co-opt Mr. Anoop Thomas Alex, Ph.D. Scholar as the student representative to IQAC.

Action taken.

1. Organized the Institutional convocation successfully with the Vice-chancellor, University of Calicut as the Chief Guest.
2. Preliminary review of draft SSR prepared carried out.
3. Mr. Anoop Thomas Alex has been nominated to IQAC.

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

Dr. T. MOHAMED SALEEM
Principal
Farook Training College,
P.O. Farook College, Kozhikode

Agenda and minutes of the IQAC meeting held on 19-04-2021 at 2PM over Google Meet.

Agenda
SAAC Accreditation.

Members Present.

1. Dr. J. Mohamed Saleem. (Online)
2. Dr. Manoj Praveen. G.
3. Dr. N. S. Muneeth
4. Dr. K. Vijayakumari
5. Dr. Umar Farooque T.K.
6. Dr. Anees Mohammed.
7. Mr. Rishad Kolothumthodi
8. Dr. Ascel Abdul Wahid
9. Smt. P.M. Rubena.
10. Mr. Anoop Thomas Alex
(Student Rep)

ONLINE.

Minutes of the meeting & Resolutions

1) - It is decided to formulate a timeline for the submission of SSR (SAAC) as soon as possible.

- Out of 10 criteria, 4 reports were presented before senior faculty members and the rest of the criteria will be presented in front of the IQAC team members & in online mode.


- Those criteria which have been presented will be qualitatively evaluated by two executive committees under IQAC to make detailed comments on improving the report.

Expert Committee 1.

1. Dr. N.S. Munnthas
2. Dr. Umar Farooq P.K
3. Mr. Rishad Kolothumthodi


Expert Committee 2.

1. Dr. K. Vijayakumari.K.
2. Dr. C. Anees Mohammed.
3. Dr. Aseel Abdul Wahid.


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

Action taken report.

- Due to uncertainty of Covid 19, setting of a time line for SSR submission has been postponed.
- Reports of all criterions were read in front of the committee online on 28-04-2021, 30-04-2021, 01-05-2021, 06-05-2021, 11-05-2021, 17-05-2021, 18-05-2021 & 19-05-2021. Detailed discussions carried out on each criterion and suggestion were made by the members to improve the criterions.


Dr. T. MOHAMED SALEEM
Principal
Farook Training College,
P.O., Farook College, Kozhikode

Agenda & Minutes of the IQAC meeting held online on 24-05-2021 at 10.00 AM over google meet.

Agenda

SAAC Accreditation - criteria 1-10 Appraisal

Members present.

- | | | |
|--|---|--------|
| 1. Dr. T. Mohammed Saleem (Online) | | ONLINE |
| 2. Dr. Manoj Praveen. G. | " | |
| 3. Dr. N.S. Muneethas | " | |
| 4. Dr. K. Vijaykumar | " | |
| 5. Dr. Umer Farooque T.K. | " | |
| 6. Dr. C. Anes Mohammed. | " | |
| 7. Mr. Rishad Kulothumthodi | " | |
| 8. Dr. Aseel Abdul Walid. | " | |
| 9. Mrs. P.M. Rubena. | " | |
| 10. Mr. Anoop Thomas Alex.
(Student Rep.) | " | |

Resolutions.

- 1) This meeting expressed satisfaction over the progress of each criterion teams. Detailed discussions held on each components and further suggestions given by the team members.
2. Resolved to prepare a plan of action for an academic & administrative ~~Action taken Report~~. matters for the coming academic year in the staff meeting.


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

Action taken Report.

1. criterion teams incorporated the

suggestions made by the ICAC members on their interventions.

2. Entrusted the staff secretary to make academic & administrative planning for the coming academic year as the major agenda in the coming staff meeting.

Dr. T. MOHAMED SALEEM
Principal
Farook Training College,
P.O., Farook College, Kozhikode