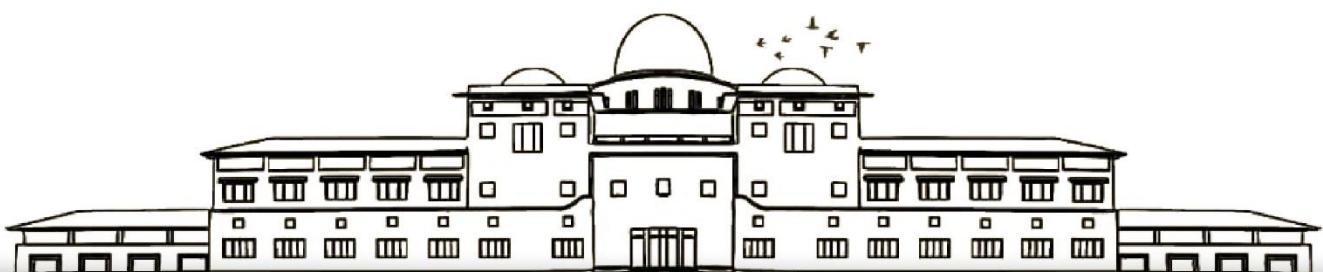




SAFI INSTITUTE OF ADVANCED STUDY (SIAS)



**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**





SAFI INSTITUTE OF ADVANCED STUDY (SIAS)

Rasiya Nagar, Vazhayoor East (P.O.), Malappuram -673633,
Kerala, India

INTERNAL QUALITY ASSURANCE CELL

MEETING MINUTES

DATE: 06/08/2016

Venue: Conference Hall

TIME: 2:30 PM- 5:00 PM

Meeting minutes of the agenda given in the Circular reg. no. **IQAC/2016/08/03**

Minutes

The meeting was called to order by the Principal. He highly appreciated the IQAC for the smooth conduct of the NAAC awareness program “Achieving Excellence”. The program was acclaimed as highly informative and useful for sensitizing the faculty members. The IQAC coordinator read out the recommendations given by Prof. Dr. Abdul Rahman.

ATTENDEES:

Prof. (Dr) A.A.M. Kunhi	Chairman
Mr. C.P. Kunhi Mohammed	Management nominee and Industrialist
Ms. T.T.P Kaneez Ameer	Administrative Officer
Dr P.V. Basheer Ahammed	(Asst.Prof. and Head, Dept. of Commerce)
Mr. Nasrullah P	(Asst. Prof. Dept of Mass Communication and Journalism)
Dr. Hassan Shareef K.P.	(Asst.Prof. and Head, Dept. of Islamic Studies)
Dr Sahaya Shibu B	(Asst.Prof. and Head, Dept. of Biotechnology)
Dr Shonima Govindan	(Asst.Prof. and Head, Dept. of Biochemistry)
Mr Moosa Foulad	Panchayath Member
Ms. Shainy NK	IQAC Coordinator

DISCUSSIONS AND DECISIONS:

- The faculty members discussed the possibilities of implementing the recommendations on the campus.
- All members agreed to plan and work to fulfill the recommendations given by the expert.
- IQAC decided to share the work among the faculty members based on the NAAC defined '7' criteria.
- Selected faculty members were given charges as criteria leaders and a committee including members from both teaching and non-teaching departments was assigned under each leader and the duties were assigned accordingly.
- A faculty orientation under the banner 'streamlining' will be conducted annually to mold the faculty members by providing apt guidance to accomplish the vision and Mission of SIAS. This year Mr. C.P Kunji Muhammed (Secretary, SAFI Institute of Advanced Study) will be addressing the staff members next month. Dr. Shonima Govindan is entrusted to conduct the programme smoothly. .
- Previous year's annual reports and action plans are to be collected by the IQAC from the respective HoDs and committee conveners.
- Decided to conduct a three-day workshop 'Discover Yourself' by Mr. Sadathullah Khan (Editor, Islamic Voice, Bangalore, India) to empower and transform the teaching community
- The action plan formulated based on strategic plans should be collected, compiled, reviewed and submitted to the management.
- Every department should include more courses in addition to those already existing to increase the competency of the students.
- Departments should submit the syllabus with course hours and course coordinator name to the IQAC which is to be further submitted to the staff council for approval.
- Departments should submit annual requirements for lab requirements and library books which will be verified and compiled by the IQAC and submitted to the management for sanction.

- SIAS research directorate was recommended to give appropriate directions to teachers for availing research grants through project proposals from possible Government and non-government agencies.
- Initiatives to organize professional development programmes, faculty development programmes, training programmes, programmes for non-teaching faculties and orientation programmes by management committee members
- Capacity building programmes for personality development skills, life skills, ICT based learning systems and training for effective communication should be provided to the students
- Departments should engage students in more outreach programmes in the adopted village to inculcate positive behavioral transformation.
- Committees and clubs should focus on identifying and enriching students' talents by ensuring a platform to showcase the same.
- Teachers should identify the learning levels of students and take appropriate measures to improve their performance to strengthen the teaching-learning process.

The IQAC coordinator proposed the vote of thanks


**IQAC Coordinator
SAFI Institute of Advanced Study
Malappuram - 673633**




**PRINCIPAL
SAFI INSTITUTE OF ADVANCED STUDY
Vazhayoor East P.O, Malappuram Dist,-673 633
Kerala State**

Ms. Shainy N.K.

IQAC Coordinator

Prof. (Dr.) A. A. M. Kunhi

Principal