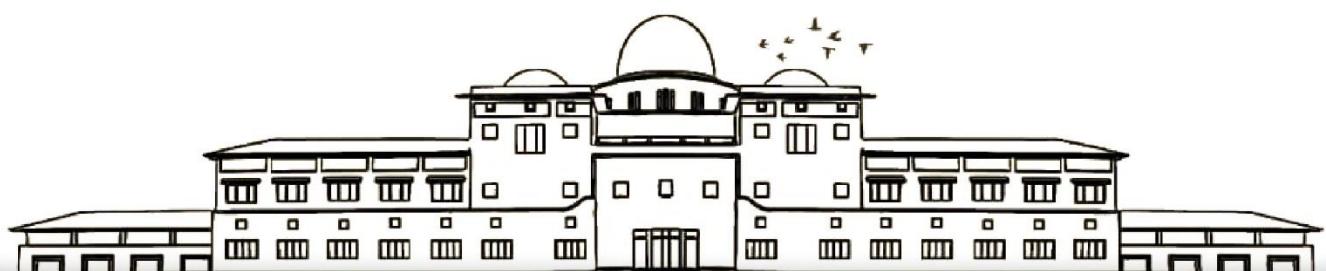




SAFI INSTITUTE OF ADVANCED STUDY (SIAS)



**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

(2018-2019)

MEETING MINUTES

VENUE: Principal's Chamber

DATE: 07/12/2018

TIME: 3.30 pm to 5.30 pm

Meeting minutes of the agenda given in the Circular reg. no. IQAC/2018/12/09

The meeting was called to order by the Principal. He welcomed all the new members to the committee

ATTENDEES:

| | |
|--------------------------|----------------------------------------------------|
| Dr. P.V. Basheer Ahammed | Chairman (Principal) |
| Mr. C.P. Kunhi Mohammed | Management nominee and Industrialist |
| Ms. TTP Kaneez Ameer | Administrative Officer |
| Col. Nisar A. Seethi | COO, SIAS |
| Mr. Mansoor Ali N. | (Officer on Special Duty) |
| Dr. Sahaya Shibu | (HoD, Dept. of Biotechnology) |
| Ms. Farha Baramy | (HoD, Dept. of Microbiology) |
| Mr. Sreekumar P. | (HoD, Dept. of English) |
| Mr. Jamsheel C | (HoD, Dept. of Journalism & Mass Communication) |

| | |
|-------------------------|------------------------------------|
| Mr. Abdul Samad C | (HoD, Dept. of Computer Science) |
| Mr. Samsheer Babu M. | (HoD, Dept. of MAnagement Studies) |
| Dr. Hassan Shareef K.P. | (HoD, Dept. of Islamic Studies) |
| Mr. Muhammed Kamil T.P. | (HoD, Dept. of History) |
| Mr. Yaseen Aboobacker | (Chief Librarian, SIAS) |
| Mr. Sainul Abid | Student Union Chairman |
| Mr. Junaid | Alumni |
| Mr. Moosa Foulad | Panchayath Member |
| Ms. Shainy NK | IQAC Coordinator |

AGENDA, DISCUSSIONS AND RESOLUTIONS:

- ***Approval of previous meeting minutes***

Previous meeting minutes were read out by the convenor and the teacher's diary introduced by the IQAC was highly appreciated.

- ***Faculty Development programmes***

A series of faculty development programmes will be conducted by our Institute in collaboration with the Yenepoya University. The series will be under the banner 'ELITE PREP' and the first session will be tentatively conducted in the month of February. The sessions will help the teaching and non-teaching staff in achieving greater heights and skills in the teaching , learning and in administrative works..

- ***Preparedness for NAAC accreditation***

Our institute has been approved to be a mentee college under the umbrella of the Mentor, Farook College under the PARAMARSH Scheme of UGC. Mr. C. P. Kunhi Mohammed congratulated the newly appointed Principal Prof. E. P. Imbichikoya for the timely advice given to the institute in this matter. He also gave his unrelenting support in all ventures for the NAAC accreditation process.

- ***Strengthening of Infrastructure***

PTA president Mr. Abdu Rahiman reminded the need to construct the science block in order to accommodate the increasing student strength in the campus. C.P. Kunhi Mohammed assured that the plan has been already presented in the five-year strategic plan as per the request from the staff council to the governing body. He also assured that the construction will start at the earliest according to the availability of the funds.

- ***Online feedback system***

As per the request from the students, it was decided to conduct the curriculum feedback through online mode. IQAC has entrusted the duty to the feedback team. Mr. Naji Naseem commented that Google forms could be the ideal choice to receive the data from students

- ***Teaching Learning Initiatives***

Ms. Shainy N.K. suggested that IQAC may introduce the invited lecture series under the umbrella of “Cognise Logue”. The aim of this venture is to make sure that the departments conduct expert talks and invited lectures from different fields, which will help the students to enhance their subject knowledge.

- ***Conduction of Audits***

Dr. Sahaya Shibu B reminded the importance of conducting periodic audits in the institution and it was unanimously agreed to conduct the Green, Energy and Environmental audits. The duty was entrusted to the Principal Prof. E.P.Imbichikoya.

- ***MoUs and Linkages***

Dr. Hassan Shereef K.P. reminded the importance of making MoUs with other academic institutions and Industries to connect with each other, and thereby enhance career opportunities. All departments should enhance their number of linkages and MoUs for the benefit of the student community.

- ***Any other matter with the permission of the chair***

Principal congratulated the task force members and other volunteers from students, teachers, and alumni who were involved in the rescue and rehabilitation operations during the flood.

The IQAC coordinator proposed the vote of thanks


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

Ms. Shainy N.K.

IQAC Coordinator




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

Dr. P.V. Basheer Ahammed

Principal