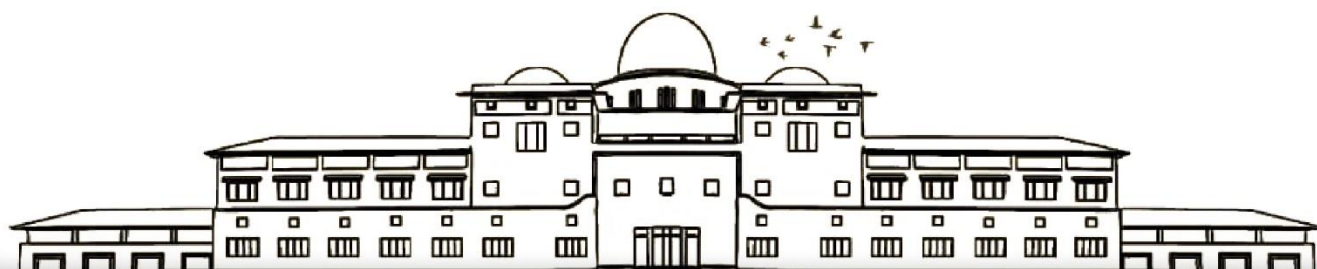




SAFI INSTITUTE OF ADVANCED STUDY (SIAS)



**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 (2017-2018)

MEETING MINUTES

DATE: 08/12/2017

VENUE: Principal's Chamber

TIME: 3.00 pm to 4.00 pm

Meeting minutes of the agenda given in the Circular reg. no. IQAC/2017/12/07

The Meeting was called to order by the Principal. Mr. Haris Unnipulan sent his apologies for his absence. The Convener read out the last meeting minutes and it was approved by the members.

ATTENDEES:

Dr. P.V. Basheer Ahammed	Chairman
Mr. C.P. Kunhi Mohammed	Management nominee and Industrialist
Ms. T.T.P Kaneez Ameer	Administrative Officer
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	(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 RESOLUTIONS:

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

Previous meeting minutes were read out by the coordinators and the initiatives taken regarding the conduct of workshops were approved. The installation of ramps and rails for the differently abled were discussed.

- ***The annual streamlining program for the faculty members***

A faculty empowerment programme will be conducted in the month of March and the resource person will be Dr. Mubarak Pasha. This programme is with the objective of molding the faculty members by providing apt guidance to accomplish the vision and mission of SIAS. As per the request received from the faculty members, many sessions will be conducted, if possible, a session can be conducted in the month of February according to the availability of the resource person.

- ***Establishment of journal club***

To inculcate research attitude in students especially in the post graduate level, a club named SIAS Journal Club was introduced. The club will work under the governorship of a staff member and a student representative. The students can refer to the latest research topic conducted in their area of research and have a discussion with the peer. The reports of such meetings should be recorded and submitted to the head of the departments from time to time for review.

- ***Extension activities***

Many faculty members opined that the extension activities by various departments should be strengthened so as to inculcate empathetic nature in students and to develop a social responsible attitude within the students.

- ***Renewal of research policies***

The Research Directorate was instructed to renew the research policies and to include more funded programmes for research methodologies, IPR and other National Observations and to enrich the IPR Cell activities. To assist the Scientific research activities, a centralized instrumentation facility/lab with new cutting edge instruments can be introduced and the Post-graduation level projects should be done in the college

under the guidance of the department faculty members. A maintenance committee will be given charge to maintain and monitor all the physical and academic facilities. Students should be encouraged to be part of research-related activities and the awardees from University, State, National, and International level competitions will be honored.

- ***List of programmes to be conducted by Departments and committees***

A variety of programmes should be conducted by departments, committees and clubs to produce an inclusive environment for holistic development of the students.

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

Mr. C.P. Kunhi Muhammed suggested for an Annual Academic and Administrative audit which can be conducted to analyze the fulfillment of annual plans which is the road map to the vision and mission of the Institute.

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

Dr P.V Basheer Ahammed
Principal