



**SAFI INSTITUTE OF ADVANCED STUDY (SIAS)**



**OBC & MINORITY CELL**

**INTERNAL QUALITY ASSURANCE CELL  
(IQAC)**





## **OBC AND MINORITY CELL**

### **Meeting Minutes**

Date: 9<sup>th</sup> June 2016

Time: 2.00pm

Venue: Room No. 208

The Meeting is called to order by the Principal

#### **Agenda:**

- Reconstitution of the committee
- Discussion on scholarship programme
- Any other with the permission of chair

#### **Members present:**

1. Prof. (Dr) A A M Kunhi	Chairman
2. Ms. Sahila M M	Convener
3. Mr. Muhammed Juman	Joint Convener
4. Mr. Akhilnath K.S	Assist. Prof. Dept. of MCJ
5. Ms. Asha B	Assist. Prof. Dept. of Microbiology
6. Muhammed Junais P.K	Student representative (BSc Food Technology)
7. Musthana P.K	Student representative (MCJ)
8. Afeefa P	Student representative (M.Com)
9. Shahana Ashmi U.K	Student representative (BSc Microbiology)



## **Discussions**

- Principal addressed the matters regarding the scholarships given to the students.
- A brief analysis about the previous year's activities was done and feedback was also taken from the members.
- The convener explained about the purpose of the Cell and the strategies to look into, for the proper functioning of the cell.
- The Heads of various departments will be given an orientation on different scholarships and freeships which is provided by the Institute as well as other Government bodies.
- The list of students belonging to the OBC and minority community will be collected through class advisors. The HoD and the Advisors should convey about the different scholarships to the students.
- The meeting was winded up with a vote of thanks by the joint convener Mr. Muhammed Juman.

## **Decisions**

- The Orientation for the Heads of various departments will be conducted on 12<sup>th</sup> June, 2016
- A policy will be made for the smooth functioning of the cell



## **OBC AND MINORITY CELL**

### **Meeting Minutes**

Date: 19<sup>th</sup> January 2017

Time: 2.30pm

Venue: Room No. 208

The meeting is called to order by the Principal

### **Agenda**

- Reconstitution of the committee
- Reading and approval of previous meeting minutes
- Discussion on the constitutional rights of Minority Community
- And other matters with the permission of the chair

### **Members present:**

- |                            |   |
|----------------------------|---|
| 1. Dr. P.V Basheer Ahammed | (Chairman)                                  |
| 2. Ms. Sahila M            | (Convener)                                  |
| 3. Mr. Muhammed Juman      | (Joint Convener)                            |
| 4. Rehana M.S              | (Student representative- BSc Biotechnology) |
| 5. Bhavya A                | (Student representative- BCom)              |
| 6. Afzal P.T               | (Student representative- BA Economics)      |
| 7. Fayida C.K              | (Student representative- BCA)               |



## **Discussions and decisions:**

- The convener welcomed the gathering, read out the previous meeting minutes which was approved by the members
- He invited the Principal for further discussions on the agenda.
- The Principal addressed about the constitutional rights of minority community and its importance within an institution.
- The convener detailed about the importance of how to react when it is required in any kind of injustice that happens around you and how to instill this thought within the students.
- Suggestion on setting up of a grievance box within the institute, where students can put their grievances if any.
- The Cell should ensure prompt response to such grievances and address the action taken to all.
- The class advisors and the class advisors should ensure that the message is conveyed to all the students about the importance of cell and how to address their grievances.
- Vote of thanks was given by Rehana MS, Student representative

## **Decisions**

- A meeting with the class representatives will be kept where the principal and the convener of the cell will address.
- A grievance box will be set near the Principal's chamber.