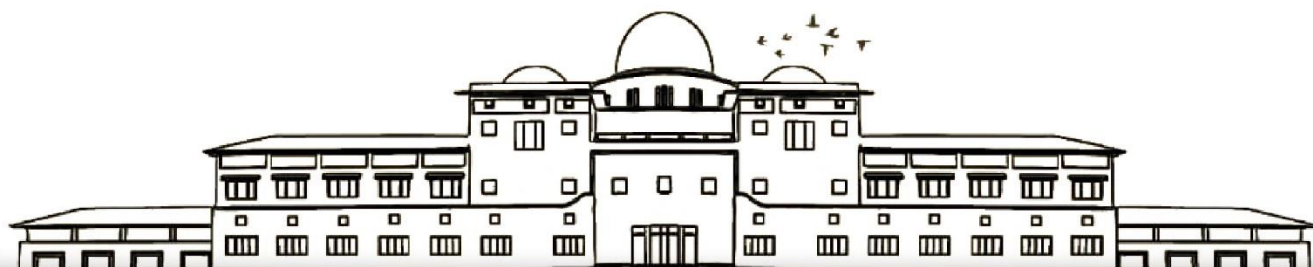




**SAFI INSTITUTE OF ADVANCED STUDY (SIAS)**



**INTERNAL QUALITY ASSURANCE CELL  
(IQAC)**





# SAFI INSTITUTE OF ADVANCED STUDY (SIAS)

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

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## **INTERNAL QUALITY ASSURANCE CELL (2019-2020)**

### **MEETING MINUTES**

**VENUE:** Principal's Chamber

**DATE:** 23/05/2019

**TIME:** 3.00 pm to 5.00 pm

Meeting minutes of the agenda given in the Circular reg. no. IQAC/2019/05/10

The meeting was called to order by the Principal.

#### **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. Harris Unnipulan	(Asst. Prof. and Head, Dept. of Commerce)
Mr. Nasrullah P	(Asst. Prof. Dept of Mass Communication and Journalism)
Dr. Hassan Shareef	(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
Mr. Muhammed Yahya P.K.	Chairman, Student's Union
Ms. Shainy N K	IQAC Coordinator

#### **DISCUSSIONS AND RESOLUTIONS:**

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

Previous meeting minutes were read out by the coordinator and the initiatives taken regarding research activities were discussed and highly appreciated.

- ***Induction and bridge course***

Coordinator Ms. Shainy N.K. informed about the importance of conducting a Student Induction Program (SIP) under the UGC scheme *Deeksharambh*. Departments are to provide a One Week Bridge Course and regular induction course to bridge the gap between the learning levels of students. A detailed proposal along with the syllabus for the bridge course should be submitted to IQAC after getting approval from the staff council.

- ***Duration of Value Added Courses***

Mr. Samsheer Babu suggested the need to fix the duration of add on and certificate courses, as many departments are providing the same in different durations. Members decided that the courses should be designed between 30 hours minimum to 40 hours maximum and this should be conveyed to all the Heads of the departments. It was also suggested to improve the quality and number of students' capacity building programmes which will enhance their academic performance as well as develop their skills.

- ***IEC regulation regarding malpractices***

A process should be formulated to verify the genuineness of students who request for reappearing in the internal examination and a system should be formulated to deal with malpractices. Dr. Shabanamol is given the charge for the same.

- ***Support to the differently-abled***

Screen reading software and necessary assistance for the visually challenged people and facilities for the same is required as per the policy of the institute. Mr. Rohith reminded the need to implement the same. The meeting decided to do the needful.

- ***Digitalization of the campus***

Dr. Sahaya Shibu B informed the requirement for the availability of a WIFI facility for PG students in the lab, especially during project time. The coordinator commented on the availability of Computers in the digital library for the students. The principal suggested that if students require WIFI, provisions can be made to provide them with a unique login ID to connect from their own devices.

- ***Grievance redressal policy revision***

Strengthening of Grievance Redressal Committee by introducing a complaint box was suggested by Mr. Naji Naseem. The convenors of statutory committees have requested to have an online portal for the submission of grievances in the college website.

- ***NAAC accreditation related activities***

A review meeting for all the seven criteria teams of NAAC should be scheduled to update the current status of the documentation process. A common format for filing the reports is to be made available for the departments and for various committees by the IQAC.


- ***FDPs to improve the digital skills***

It was decided to conduct FDPs related to online teaching and learning methodologies, to improvise the teaching strategies and create a platform for the students for online learning. The IQAC would also organize a programme in the banner '**SKILL ENHANCEMENT AND EMPLOYEE DEVELOPMENT - SEED**' which will help the employees to develop their skills and expertise in their respective areas.

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

The principal informed the importance of strengthening the Alumni Association and requested all departments to collect the details of prominent alumni to conduct a program called 'Meet the Stars'

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**  
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Dr. P.V. Basheer Ahammed

Principal