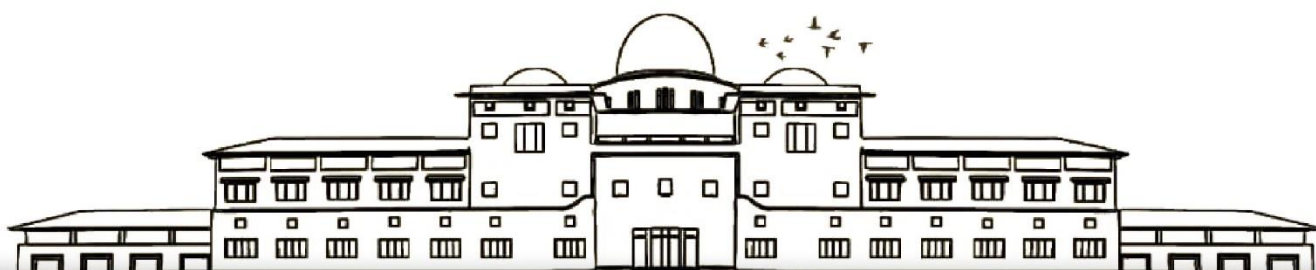




**SAFI INSTITUTE OF ADVANCED STUDY (SIAS)**



**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 (2020-2021)**

### **MEETING MINUTES**

**VENUE:** G-MEET

**DATE:** 21/05/2020

**TIME:** 7.00 pm to 9.00pm

Meeting minutes of the agenda given in the Circular reg. no. IQAC/2020/05/12

The Meeting was called to order by the Principal. The Convener read out the minutes of the meeting conducted on 09/12/2019 and it was approved by the members. The principal requested all the departments and committees to associate with IQAC for organizing programs.

#### **ATTENDEES:**

Prof. E.P. Imbichikoya	IQAC Chairman
Mr. C.P. Kunhi Mohammed	Management nominee
Col. Nisar A. Seethi	COO, SIAS
Ms. T.T.P. Kaneez Ameer	AO, 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. A.K. Shanawas	(HoD, Dept. of Commerce)
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. Aquibe V.	Student Representative
Mr. Junaid A.V	Alumni
Mr. Moosa Foulad	Panchayath Member
Dr. Shainy NK	Coordinator

## AGENDA, DISCUSSION AND DECISIONS

- *Student support during pandemic period*

Ms. Farha Baramy suggested providing mental support to students who are affected with COVID 19 Pandemic and it was decided that all the class advisors should provide support to all their students by conducting meetings and understanding their problem and give them proper counseling.

- *Implementing online teaching learning System*

Members of SIAS Digital Hub suggested to shift all the classes to Google Classrooms, and to introduce Moodle, Zoom, and other software like Kahoot to better online teaching learning and to introduce LMS platform **Moodle** for conducting internal examinations.

- Teachers will be provided special training programmes for handling LMS platform
- Orientation on National Education Policy 2020, with reference to outcome-based education will be organized.
- Learning outcome of the programmes and courses is to be added in the student handbook which will also be published in the college website.
- To meet the requirements for the online teaching-learning process the number of computers in the lab must be increased.
- An expert committee has to be constituted to review the teaching-learning methodologies of the institute.
- For facilitating the recorded classes by the teachers, Mr. Akhlnath K S is given charge of E CONTENT DEVELOPMENT CENTER (ECDC) of the institute.
- Designing of online certificate courses to meet industrial needs and employability opportunities.

- ***Conduct of Induction Programme and Bridge course to freshers***

To bridge the gap between the two levels of education system, an induction programme named ‘**GROW**’ will be provided to both UG and PG students.

- ***Quality initiatives of IQAC***

A knowledge fest that includes the interaction of students with educators, industrialists, and entrepreneurs to sustain quality in academics will be conducted by IQAC in this academic year. An organizing committee will be constituted for the same.

- ***Establishment and reinforcement of student support wings***

The principal congratulated Col Nisar Ahmed Seethi, for taking efforts to bring the NCC ARMY wing to the institution. The principal requested to strengthen the Career Guidance cell activities and bring up more programs that will create more options for the students to understand and choose from.

- ***Reviewing of mentoring system (Online)***

All advisors should strengthen their mentoring system and are also advised to open a google classroom for mentoring activities. A Faculty Empowerment Programme named Mending the mentees will be organized to motivate the mentors and create strategies for connecting with their Mentees by understanding their needs to fulfill them. The duty to organize the programme is entrusted to the Advisory Committee of the college.

- ***Active local chapter in SWAYAM -NPTEL***

It was decided that the Institute will register as an active local chapter in SWAYAM -NPTEL which will help our students to select courses based on their interests which will ensure the academic flexibility of the institute.

- ***Digitization of Library***

Members suggested the importance of complete digitalization of the library and unanimously suggested taking the Membership in NDLI and N-LIST. These subscriptions will help students to access more e-learning resources. The institute can also Introduce Integrated library management systems as part of the digitization process. A Library- Plagiarism

checker can also be implemented in the library to facilitate research-related activities and publications.

- *Other matters with the permission of the Chair*

The principal informed that as the first phase of the science block is completed as per the strategic plan, some of the classes will be shifted to the new block.

  
IQAC Coordinator  
SAFI Institute of Advanced Study  
Malappuram - 673633

Dr. Shainy N.K.

IQAC Coordinator



  
PRINCIPAL  
SAFI INSTITUTE OF ADVANCED STUDY  
Vazhayoor East P.O, Malappuram Dist, -673 633  
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Prof. E.P. Imbichikoya

Principal