



**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 (IQAC)**

**MEETING MINUTES (2017-18)**

**VENUE:** Conference Hall

**DATE:** 26/05/2017

**TIME:** 3.30 pm to 5.00 pm

Meeting minutes of the agenda given in the Circular reg. no. IQAC/2017/05/06

The Meeting was called to order by the principal. Mr. Nasrullah P has sent his apologies for his absence. The meeting minutes of the previous meeting was read out by 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. Harris Unnipulan	(Asst. Prof. and Head, Dept. of Commerce)
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 WITH RESOLUTIONS:**

- **First Year induction programme**

The induction program for the first years was decided to be conducted on the reopening day of their classes. The college committee and club conveners should brief their role to the students in the common programme. The ethos and values of the institute should be conveyed and the importance of the special student support systems like the anti-ragging cell, anti-sexual harassment cell, scholarship cell, and anti-grievance cell should be given in detail to the students by the principal and other committee conveners.

- ***Orientation Programme for Faculty members***

Annual Faculty orientation programme will be conducted in the last week of July. The duty to organize the programme is entrusted to the advisory committee coordinator Ms. Farha Baramy. The programme will be extended to the non-teaching staff as well.

- **Introduction of Disabled-friendly facilities**

Discussions on setting up of permanent disabled-friendly facilities on the campus was held among the members. IQAC has received a request from the Palliative Care Unit of the campus regarding the same, hence IQAC decided to give a proposal to the management regarding this.

- **Regularization of Remedial system**

HoDs raised their concerns regarding the remedial coaching system for the slow learners and requested IQAC to monitor the same. The members gave suggestions that all departments can submit their remedial register which can be cross-checked by IQAC for regularizing the system.

- **Introduction of new add-ons and certificate courses**

After reviewing the feedback on the curriculum from stakeholders, it was clear that new value-added courses should be provided to the students to enhance their academic proficiency. Members unanimously decided to instruct the departments to provide more value-added and certificate courses which are not included in the curriculum.

- **Strengthening of the mentor-mentee system and Reconstruction of the advisory scheme**

It was clear from the reviews that the advisory scheme is working efficiently on the campus. Suggestions from the members was to systematize the scheme with the introduction of an Advisory book for each mentor. The advisory book should contain all the academic and personal details of the students which will be verified by the department heads and the advisory committee. It was also suggested to submit a monthly report of the mentor-mentee meeting to the advisory committee. An award for the best mentor can also be introduced.

- **Action plans of departments and committees**

Instructions to conduct more job-oriented hands-on training and workshops are given to departments and more diverse programs to be included in the action plan of all committees and clubs.

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

The Principal informed the next meeting is scheduled to be conducted in the month of December.

The IQAC coordinator proposed the vote of thanks

  
**IQAC Coordinator**  
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**PRINCIPAL**  
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Ms. Shainy N.K.

IQAC Coordinator

Dr. P.V. Basheer Ahammed

Principal