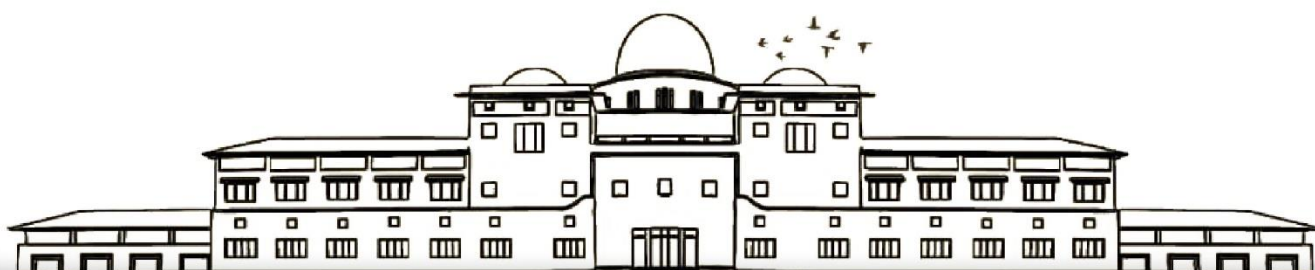




**SAFI INSTITUTE OF ADVANCED STUDY (SIAS)**



**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**

Meeting minutes of the agenda given in the Circular reg. no. IQAC/2019/12/11

**VENUE:** Principal's Chamber

**DATE:** 09/12/2019

**TIME:** 2.30 pm to 4.00 pm

The Meeting was called to order by the Principal. The Convener read out the minutes of the meeting conducted on 23/05/2019 and it was approved by the members.

#### **ATTENDEES:**

|                         |  |
|-------------------------|--|
| Prof. E.P. Imbichikoya  | 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 B      | (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 &<br>Mass Communication) |
| Mr. Abdul Samad C       | (HoD, Dept. of Computer Science)                   |

|                         |                                    |
|-------------------------|------------------------------------|
| 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. Muhammed Yahya P.K. | Chairman, Student's Union          |
| Mr. Junaid              | Alumni                             |
| Mr. Moosa Foulad        | Panchayath Member                  |
| Ms. Shainy NK           | IQAC Coordinator                   |

## DISCUSSIONS AND RESOLUTIONS:

- ***Alumni registration***

“SIAS ALUMNI ASSOCIATION- **OSRA**” was formed to maintain a mutual beneficial connection between alumni, students and staff members. For the association to be a registered association, Dr Hassan Shereef, Dept. of Islamic Studies, Chairperson of OSRA is entrusted with the duty.

- ***Accreditation process***

Principal suggested the need for the Institute to get ISO accreditation, which will be a step further to achieve the goal towards the participation in NAAC accreditation process. He also emphasized the importance of participating in the NIRF process. It was decided to apply for the ISO certification and participate in NIRF in the coming year.

- IQAC instructed all departments to keep track in conducting Department Fests, celebrations and national day observations in par to the annual action plan.

- ***Research directorate policy revisit***

Faculties interested in publishing research articles requested the research directorate to revise the Promotion of Research policy by providing financial support to the teachers for publishing articles, chapters in indexed journals and books with ISBN. The meeting recognized the requirement of a Publication division to facilitate and speed up the publication of teachers and students.

- ***Firm actions to maintain a Disciplined campus***

Code of Conduct for students has to be revised and strictly implemented to maintain the decorum of the campus. Mr. Akhilnath K S is entrusted to look into the matter.

- ***Annual internal and external audits***

To find out the gray areas and to identify the scope for improvement, the principal suggested to conduct an annual internal and external audit which may estimate the quality and accountability of the institute.

- ***Matters suggested by the chair***

The principal suggested the requirement of an awareness program about the Revised Accreditation Framework (RAF) of NAAC. A hard copy of the NAAC new accreditation framework will be given to all members. IQAC is entrusted to organize a series of workshops to discuss the RAF.

  
IQAC Coordinator  
SAFI Institute of Advanced Study  
Malappuram - 673633



  
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