



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

VENUE: Conference Hall

DATE: 16/12/2020 TIME: 10.00 AM TO 12.00PM

Meeting minutes of the agenda given in the Circular reg. no. IQAC/2020/12/13

The Meeting was called to order by the Principal. The Convener read out the minutes of the meeting conducted on 21/05/2020 and it was approved by the members.

Members Present

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 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 & 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

DISCUSSION AND DECISIONS

- ***IEDC, and Youth Innovators Programme***

The college IEDC should make arrangements for the students to participate in youth innovators programme

- ***Green Initiatives***

As part of the green initiatives, the institute decides to establish a biogas plant to meet the need of cooking fuel in the college canteen. To manage solid waste, vermicompost, bio-compost and bio pedestal systems are to be installed in the campus. An audit for Energy, Environment and Green campus was completed and a compiled report has to be collected from the agency. To reduce carbon footprint and energy consumption the college has decided to install solar power plants with wheeling to the grid facility and also install LED bulbs to reduce the electricity charges.

- ***Participation in NIRF 2021 and ARIIA***

As a part of quality sustenance, the institute is planning to participate in NIRF-2020 and also in ATAL RANKING OF INSTITUTIONS ON INNOVATION ACHIEVEMENT (ARIIA).

- ***Conduct Constitution Obligation Programmes***

Sensitize the students to national issues by observing National Important Days and also to conduct programmes and events related to Constitutional Obligation.

- ***Professional Ethics related programmes to teachers***

To stick to the code of ethics of the institution, professional ethics classes has to be provided to teaching and Non-teaching staff. The IQAC will be taking up the necessary initiatives.

- ***Faculty & Student Exchange Programmes through collaborations***

More MoUs are to be signed to establish industrial linkages and exposure through faculty and student exchange programmes.

- ***Strengthening the feedback system***

The existing feedback system has to be reviewed and modified in such a way that it should benefit the NAAC accreditation process i.e., the questionnaire is confined only to the curriculum.

- ***SWOC Analysis***

To maintain the quality sustenance, the institute IQAC decided to conduct annual review meetings and presentations by the departments and committees at the end of the academic year. Based on the performances The Best Teacher, The Best Student and The Best Department Prizes will be awarded.

- ***Submission of SSR***

The principal and IQAC coordinator formed a NAAC Steering Committee for the ease in preparation of SSR documents. IQAC Coordinator listed the requirements for the IIQA submission and extended profile.

- ***Re-structuring the official website of the institute***

IQAC has been entrusted with the duty of reforming the website as per the need of time.

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

The principal informed the new strategic plan for the year 2020-2030 ‘ROAD MAP TO 2030’ will be formulated by the Governing Body, so the long-term action plans envisaged by the departments and committees should be submitted to the principal at the earliest which will be studied by the Governing Body for the formulation of the strategic plan



Dr. Shainy N.K.

Prof. E.P. Imbichikoya