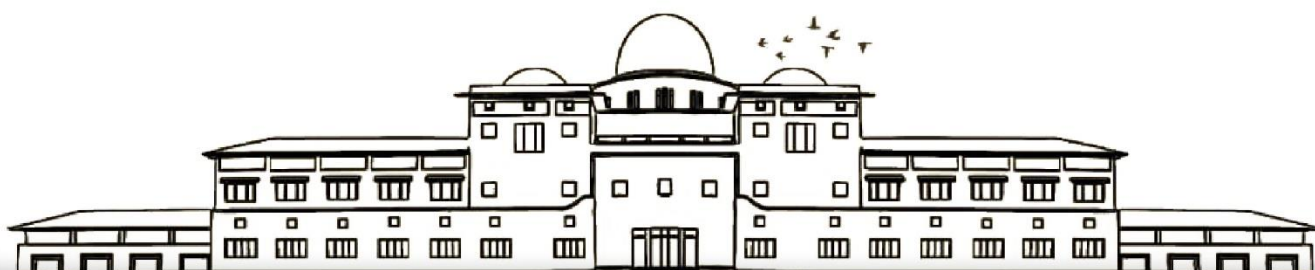




**SAFI INSTITUTE OF ADVANCED STUDY (SIAS)**



**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**

**2018-19**

### **MEETING MINUTES**

**VENUE:** Principal's Chamber

**DATE:** 25/05/2018

**TIME:** 3.30 pm to 4.30 pm

Meeting minutes of the agenda given in the Circular reg. no. IQAC/2018/05/08

The Meeting was called to order by the principal. The Convener read out the meeting minutes of the previous meeting and it was approved by the members.

#### **ATTENDEES:**

Dr. P.V. Basheer Ahammed	Chairman
Mr. C.P. Kunhi Mohammed	Management nominee and Industrialist
Ms. TTP 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 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, AND RESOLUTIONS:

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

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

- ***Faculty Empowerment programmes***

As per the request of the faculty members a NAAC-Orientation workshop will be organized by the IQAC, led by Dr. Mubarak Pasha who is an expert advisor in NAAC affairs of higher education institutes. The program will be organized in the month of August. He will also conduct an audit and status review on the documents for the SSR submission. The principal assured that Dr. Muhammedali T. the IQAC coordinator of Farook College will be conduct a NAAC awareness workshop under the banner '**WISE TALK**' so the criteria members can clarify all the doubts and queries regarding the documentation processes related to NAAC.

- ***Strategies to enhance teaching-learning process***

A brief discussion on result analysis was done by the members. All the department heads discussed various strategic plans formulated to identify slow, average and advanced learners. The remedial coaching for the slow learners should be conducted on a regular basis so that they can keep up with the rest of the class and will reflect in their results. Many opined that field/industrial visits would be helpful in giving the students the exposure they require in their respective fields. The add-on/value-added courses should be extended to a maximum number of students. Many suggested that a teacher's diary would enhance and help the teachers in systematizing the teaching-learning process and they can evaluate their performances and inputs.

- ***Revisit IEC policy***

The functioning of the Internal Exam Committee was highly appreciated by the IQAC. To increase the confidentiality and fidelity of exams, Dr. Shabanamol suggested a multiple-question paper system wherein three sets of question papers should be submitted by the teachers and one would be selected by IEC to conduct the exam. Grievance Redressal system should also be established.


- ***Strengthening of advisory scheme***

The mentor-mentee system under the advisory scheme was entrusted to Ms. Farha Baramy and suggestions to improve the same were called for an annual review of the mentor-mentee system as suggested by the convener.

- Any other matter with the permission of the chair

The Principal suggested that the students who have innovative ideas should be encouraged and a platform to present their ideas should be provided by the ED club

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**  
**Vazhayoor East P.O, Malappuram Dist, -673 633**  
**Kerala State**

Dr P.V. Basheer Ahammed

Principal